

MUNICIPALITY



OF ASSIGINACK

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www.assiginack.ca

**REGULAR MEETING OF COUNCIL
IN CHAMBERS**

**Tuesday, September 19, 2023, at 7:00 pm
AGENDA**

1. OPENING

- a.) Land Acknowledgment
- b.) Adoption of Agenda
- c.) Disclosure of Pecuniary Interest and General Nature Thereof

2. ANNOUNCEMENTS

3. ADOPTION OF MINUTES

- a.) Minutes of the Special Meeting of Council of September 12, 2023
- b.) Minutes of the Committee of the Whole of September 5, 2023
- c.) Minutes of the Special Meeting of Council of September 5, 2023
- d.) Minutes of the Special Meeting of Council of August 29, 2023
- e.) Minutes of the Special Meeting of Council of August 22, 2023
- f.) Minutes of the Regular Meeting of Council of August 15, 2023
- g.) Minutes of the Strategic Planning Advisory Committee of August 8, 2023

4. DELEGATIONS

- a.) Hydro One - Sandy Point Subdivision

5. REPORTS

- a.) Public Works Report
- b.) Sunsite Estates Drinking Water System Annual Report

6. ACTION REQUIRED ITEMS

- a.) Accounts for Payment: General \$ 1,089,175.86
Payroll \$ 98,143.12
- b.) Draft Request for Proposal: Toboggan Hill Canteen

7. INFORMATION ITEMS

- a.) OPP Letter: Re: Distribution of Police Record Check Revenue to Municipalities
- b.) OPP Statistics

8. BY-LAWS

- a.) 2023-16: Sale of Surplus Property (Clover Valley Schoolhouse)
- b.) 2013-17: Draft Property Standards By-law

9. CLOSED SESSION

- a.) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- b.) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

10. ADJOURNMENT

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
MINUTES OF THE SPECIAL MEETING OF COUNCIL

The Special Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, September 12, 2023, at 7:00 p.m.

Present: Mayor Brenda Reid
Councillor Dwayne Elliott
Councillor Jennifer Hooper

Staff: Alton Hobbs, CAO
Heidi Ferguson, Clerk
Deb MacDonald, Treasurer
Freda Bond, Taxes and Utilities Manager
Crystal Lentir, Administrative Assistant
Jackie White, Project Events Coordinator

Members of the Public: Frank Klodnicki

Regrets: Councillor Janice Bowerman and Councillor Rob Maguire

OPENING:

#204-18-2023 D. Elliott – J. Hooper

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:00 p.m., with a quorum of members present, with Mayor Reid presiding in the Chair.

CARRIED

The Land Acknowledgement was read.

AGENDA:

#205-18-2023 J. Hooper – D. Elliott

THAT we adopt the agenda as presented.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

NONE

ANNOUNCEMENTS:

Councillor Hooper shared that this past weekend was the 147th Annual Fall Fair held by the Agriculture Society. The event was well attended and there were lots of events for attendees to take part in. Councillor Hooper thanked everyone who attended and entered the fair and congratulated and thanked the Agriculture Society for their hard work and a good event! Anyone interested in participating in next year's fair, is encouraged to contact the Agriculture Society on how to submit your entries or volunteer.

ADOPTION OF MINUTES:

NONE

DELEGATIONS:

NONE

REPORTS:

Mayor's Report: The Mayor advised that the Norisle will be departing our community between September 25th to 29th. The cost to dispose of the Norisle includes a number of items such as transportation and tugs; a Special Pilot; US Assistance in Lake St. Clair, and the St. Mary's, due to the close proximity to the US; insurance; and recycling and disposal fees.

The Mayor clarified that the cost of restoration would be much higher than the cost to recycle it. The Mayor also explained that sinking the ship as a method of disposal would also have significant costs, along with the environmental implications that would need to be considered and that with this method, a permit is required to do so and it would be very unlikely we would be granted permission.

It was shared that the wheel and binnacle will go to the Museum for display, as well as some other items and the Museum Committee will determine how these will be displayed. Within our website, we will have a page that people can share their photos and memories of the Norisle, that will be preserved.

Once there is a definitive date of departure, the public will be made aware.

ACTION REQUIRED ITEMS:

NOTE: Discussion took place regarding updating our Zoning By-laws with a new Draft Comprehensive Zoning By-law.

An overview of the processes and procedures, including mandatory public consultation was provided by the Clerk.

The CAO informed Council that the Draft By-law was written by staff with the intention of keeping it simple and easy to understand. The format that was used is similar to other By-laws from other municipalities, with the table of contents specifying the various sections and the bulk of the information contained within the Definitions and Section 7.

Discussion was held regarding some of the proposed changes that staff are seeking guidance on from Council. Staff asked that Council consider these issues and how we should address them as we move forward, and that clarification can be sought from the planners on what the established planning practices are for these items.

NOTE: Discussion regarding the Information Center/Toboggan Hill took place. The insulation of the floor is now complete and the space is ready to be used. Permission to advertise the space for use during the winter months, as a pilot project was discussed. Council requested that staff draft an RFP to be reviewed at next week's council meeting.

INFORMATION ITEMS:

NONE

BY-LAWS:

NONE

CLOSED SESSION:

#206-18-2023 D. Elliott – J. Hooper

THAT in accordance with By-law # 02-02 as amended, and Section 239 of the Municipal Act, as amended, Council proceed to a Closed Session at 7:48 p.m., in order to attend to matters pertaining to:

- a.) Personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

#207-18-2023 J. Hooper – D. Elliott

THAT we adjourn from Closed Session at 7:59 p.m., accept the minutes of the previous Closed Session and resume our regular meeting.

CARRIED

#208-18-2023 J. Hooper – D. Elliott

THAT we adjourn at 8:00 p.m. until the next regular meeting or call of the Chair.

CARRIED

Brenda Reid, MAYOR

Heidi Ferguson, CLERK

*These Minutes have been circulated but are not considered Official until approved by Council.

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

COMMITTEE OF THE WHOLE MINUTES

Tuesday, September 5, 2023 at 7:06pm

PRESENT: Mayor Brenda Reid, Councillors Janice Bowerman, Dwayne Elliott, Jennifer Hooper, Robert Maguire

Staff: Alton Hobbs- CAO, Heidi Ferguson- Clerk, Deb MacDonald – Treasurer, Freda Bond- Tax & Utility Manager, Jackie White- PEC, Ron Cooper- PW Superintendent.

Moved by Councillor Bowerman:

THAT the meeting be opened with Mayor Reid presiding in the Chair.

CARRIED

Disclosures: None at this time.

1a) Veteran's Banner Policy

The Committee reviewed the Draft Veteran's Banner Policy and sought clarification from staff on a few of the items including if we have bottom banner arms and if we should include a definitive banner size within the policy for future purchasing. The committee recommended that we amend the error in the second paragraph under the Procedures for Installation, include a copy of the invoice to be attached to the policy for future purchasing ease and that we amend the policy to specify where we will store the banners at the Museum to include that they will be stored inside the Museum.

Moved by Councillor Bowerman, Seconded by Councillor Hooper:

THAT we approve the Veteran's Banner Policy with the changes identified.

CARRIED

1b) Property Standards Clarification:

Staff explained that we have had requests from neighbors regarding overgrown lots. We have many lots within the Township that have not been developed and are still forests or were previously developed many years ago but have returned to their original state.

Staff are seeking guidance from the Committee when we review the Property Standards By-law on how they would like this addressed within the by-law and to what standard.

Discussion was had regarding this and whether it is the municipality's responsibility to cut the grass from the lot line to the sidewalk or the property owner's responsibility. Staff explained that it has never been

municipal policy to cut this portion of grass or ask the property owner to do so.

1c) In Memoriam Signage Request:

The Committee reviewed a request to have a sign in memory of Andy Bowerman installed on Rodger's Creek Bridge. As many members of the Committee mentioned, Andy served as a member of Council for many years and was one of the members instrumental in getting this bridge.

The Mayor clarified that the request is for the installation of a sign, not the re-naming of the bridge. After discussion, the Committee asked staff to explore a number of options including cost, size, placement, and maintenance and requested that staff bring back a report at the next Committee of the Whole Meeting.

2a) Public Works Superintendent Report

The Committee was provided with an overview by the Public Works Superintendent of the work and projects that Public Works has been completing recently and what projects will be completed in the month of September. Members of the committee had the opportunity to ask the Public Works Superintendent their questions regarding Public Works and the current projects.

Members of the committee thanked the Superintendent for his cost savings approach and judgement on not proceeding to calcium the road this Fall.

2b) Birch Street Gravel:

The Public Works Superintendent explained that we had planned to have this street hard surfaced this year, however the company would not warranty the work, due to the poor condition of the current hard surfacing. The Public Works Superintendent is requesting the Committee's approval to grade the roadway and mix in the remaining hard surfacing with gravel this Fall. This would mean that this street would temporarily go back to a gravel road with plans to hard surface next year. The cost to patch this road otherwise, will be very expensive.

The Committee agreed and advised the Superintendent to proceed and suggested that the culverts be inspected now, with the hard surfacing to be discussed when the Budget is reviewed next month.

2c) Sucker Lake Road Maintenance:

The Public Works Superintendent advised Council that typically Public Works plows the road in the winter all the way to the beach and turns around in the cul-de-sac, which is private property. The Superintendent would like to build a turnaround to the right for the snowplow, to stay off of private property and wanted to advise Council of this.

2d) Sandy Point Subdivision

The Public Works Superintendent explained that as per his email, he has concerns with where the hydro poles have been installed in the Sandy Point Subdivision, as they are in the middle of ditch and some very close to the road and this has been done without consulting the Township or our permission.

The Public Works Superintendent is recommending that we contact Hydro One to set up a meeting to share our concerns.

Discussion took place and the Committee agreed and would like staff to contact Hydro One to share our concerns and invite a representative to a meeting. The Committee would also like to know what agreements and processes other communities have with Hydro One and to check with our neighbors in Wiikwemkoong.

2e) Church Road Status

The Public Works Superintendent informed members of the Committee that the road has been widened and ditched and should solve the previous concerns. Discussion was had about drainage and ditching on this road.

2f) Request Maintenance of McLean's Road

Staff explained that we have received a request for McLean's Road, off New England Road, to be maintained on a year-round basis by a new property owner who lives there year-round.

Historically this road has not been maintained year-round for a number of years and was a forced road that was transferred to the Township at least fifty years ago. The Public Works Superintendent advised that it is narrower than our regular roads, approximately 50 feet wide, and there is nowhere to turn around unless you do so in a driveway and to bring this road up to standards, it will require a lot of work.

The Committee was also advised that this road is only currently seasonally maintained from May 1st to October 15th.

After discussion, the Committee requested that this item to come back to the next Committee of the Whole.

The Public Works Superintendent informed members of the Committee that the road has been widened and ditched and should solve the previous concerns.

Discussion was had about drainage and ditching on this road.

2g) Cardwell Street Speeding

Councillor Hooper advised the Committee that there have been several complaints and concerns expressed over the speeding on Cardwell Street, especially where the speed switches from 50km to 70km. There are very few times that drivers obey the speed limit, and this road has very little police presence.

Discussion took place in regard to suggestions for improvements and the Committee decided that they would like staff to contact the OPP and ask for increased enforcement in this area, have our CPAC member bring this issue up at the next CPAC Meeting, research the rules and regulations around the signage required in a Community Safety Zone and have Public Works install additional signage that could include speed limit sign, Community Safety Zone and Children at Play.

3) Protection and Control

NONE

4a) Petition- Fishing at the Marina

NOTE: Prior to discussion of this item, Councillor Maguire declared a conflict of interest and abstained from the discussion and any decisions on this matter.

Staff explained that we have received a petition from boaters at the Marina regarding their concerns about us allowing fishing from the dock. Discussion took place and the Committee would like to have staff bring a report back to the next meeting to be discussed.

Moved by Councillor Hooper:

THAT we adjourn at 8:25 p.m. until the next regular meeting or Call of the Chair.

CARRIED

Chair: Brenda Reid

Recording Officer: Heidi Ferguson

*These Minutes have been circulated but are not considered Official until approved by Council.

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
MINUTES OF THE SPECIAL MEETING OF COUNCIL

The Special Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, September 5, 2023, at 7:00 p.m.

Present: Mayor Brenda Reid
Councillor Dwayne Elliott
Councillor Jennifer Hooper
Councillor Robert Maguire
Councillor Janice Bowerman

Staff: Alton Hobbs, CAO
Heidi Ferguson, Clerk
Deb MacDonald, Treasurer
Freda Bond, Taxes and Utilities Manager
Jackie White, Project Events Coordinator
Ron Cooper, Public Works Superintendent

OPENING:

#199-17-2023 R. Maguire – J. Hooper

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:00 p.m., with a quorum of members present, with Mayor Reid presiding in the Chair.

CARRIED

The Land Acknowledgement was read.

AGENDA:

#200-17-2023 R. Maguire – J. Hooper

THAT we adopt the agenda as presented.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

NONE

ANNOUNCEMENTS:

Councillor Elliott shared that the McLean's Park 6-Hour Bike Relay took place on September 2nd and was held by Sarah and Ben Quackenbush of Breakaway Sports. This event had 42 participants and Councillor Elliott thanked the Township for the use of the trail and donation towards event insurance.

Councillor Hooper shared that the Summer Market at the Museum has now come to end and that she wanted to thank the vendors for their commitment to the market each week and commented on what a great event this was for the museum and how it attracted many people to town and provided a great vibrancy downtown.

Councillor Bowerman shared that the reason she has been absent from the Council table is because she had a conflict of interest with her job, however she advised that she has officially retired and looks forward to being back.

ADOPTION OF MINUTES:

NONE

DELEGATIONS:

NONE

REPORTS:

NONE

ACTION REQUIRED ITEMS:

#201-17-2023 J. Bowerman – D. Elliott

THAT the following tenders have been received for the Provision of Gravel for Red Lodge Road from the following contractors:

<i>E. Corbiere & Sons</i>	<i>\$121,616.25 (including HST)</i>
<i>Don Eadie Construction</i>	<i>\$114,200.63 (including HST)</i>
<i>Mike Varey & Son Excavating</i>	<i>\$112,420.87 (including HST)</i>

AND WHEREAS Council accepts and awards this tender to Mike Varey & Son Excavating in the amount of \$112,420.87.

CARRIED

INFORMATION ITEMS:

NONE

BY-LAWS:

#202-17-2023 J. Hooper – R. Maguire

THAT By-law 2023-15, being a by-law to establish and execute an agreement between adjoining municipalities as to the maintenance and repair of Red Lodge Road, be given a first, second, third and final reading and enacted in open Council.

CARRIED

NOTE: Discussion was held regarding the By-law to clarify how the expenditures would be split between both municipalities. Staff explained that for routine maintenance, the municipality that is responsible for the maintenance during that year would be responsible to cover those costs and when a capital project or expense arises, then these costs would be split evenly between both municipalities, as per the agreement.

The Public Works Superintendent provided Council with an overview of the capital project for Red Lodge Road, including what the project entails and how the work will be completed.

CLOSED SESSION:

NONE

CLOSING:

#203-17-2023 D. Elliott – J. Bowerman

THAT we adjourn at 7:06 p.m. until the next regular meeting or call of the Chair.

CARRIED

Brenda Reid, MAYOR

Heidi Ferguson, CLERK

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THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
MINUTES OF THE SPECIAL MEETING OF COUNCIL

The Special Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, August 29, 2023, at 7:00 p.m.

Present: Mayor Brenda Reid
Councillor Dwayne Elliott
Councillor Jennifer Hooper
Councillor Robert Maguire

Staff: Alton Hobbs, CAO
Heidi Ferguson, Clerk
Deb MacDonald, Treasurer
Freda Bond, Taxes and Utilities Manager
Crystal Lentir, Administrative Assistant
Jackie White, Project Events Coordinator
Ron Cooper, Public Works Superintendent

Public: Denis Marion
Denise Shawana
Frank Klodnicki

Regrets: Councillor Janice Bowerman- Excused

OPENING:

#193-16-2023 R. Maguire – D. Elliott

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:00 p.m., with a quorum of members present, with Mayor Reid presiding in the Chair.

CARRIED

The Land Acknowledgement was read.

AGENDA:

#194-16-2023 D. Elliott – R. Maguire

THAT we adopt the agenda as presented.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

NONE

ANNOUNCEMENTS:

NONE

ADOPTION OF MINUTES:

NONE

DELEGATIONS:

NONE

REPORTS:

NONE

ACTION REQUIRED ITEMS:

#195-16-2023 D. Elliott – J. Hooper

THAT we accept the offer from Marine Recycling Corporation to dispose of the Norisle.

Recorded Vote

Councillor Bowerman- Excused

Councillor Elliott- Yea

Councillor Hooper- Yea

Councillor Maguire- Nay

Mayor Reid- Yea

CARRIED

NOTE: *Mayor Reid addressed Council and the Public to advise that the Norisle currently has a number of issues including ongoing maintenance of the vessel and pumps; safety concerns for staff when they board the ship; risk of fire hazard to Mill; risk to our water treatment plant; as well as it is on the Coast Guard's list and while we have not heard from them regarding this, the fines resulting from being on this list can be high.*

Mayor Reid explained that we have received a proposal from Marine Recycling Corporation to dispose of the Norisle in the amount of \$ 743,950.00 + taxes. Discussion then took place regarding this proposal.

When asked how we would pay for this, staff explained that we would have to borrow the money. Upon initial consultation with the Bank, if amortized over fifteen years, the cost would be approximately \$ 80,000 per year, depending on the interest rate or if amortized over ten years, the cost would be approximately \$ 100,000 per year, depending on the interest rate.

After much discussion, a resolution to support the proposal received from Marine Recycling Corporation was put forward, a recorded vote was held, and the resolution was carried.

NOTE: *Discussion regarding the Feasibility Report by EXP for 115 Arthur Street took place. The Mayor advised members of Council of the two options contained within the plan and their costs. As per the report, to complete the renovations to the building, it will cost \$ 1,322,100.00 and for the new construction option, it will cost \$ 1,724,380.00. The Mayor also presented a third option, which is to put the building up for Sale by Tender.*

Council discussed different options they could explore including those proposed within the report, as well as exploring other options such as using underutilized municipal spaces to house these tenants, the importance of maintaining these services and not displacing anyone and putting the building up for sale by tender.

Staff asked for Council's permission to advertise the building for sale as an option to explore, with Council understanding that they do not have to take any offers we receive. Council requested that prior to doing this, that we get it appraised by a Certified Appraiser. Staff will bring this information back to Council for review.

INFORMATION ITEMS:

NONE

BY-LAWS:

NONE

CLOSED SESSION:

#196-16-2023 D. Elliott – R. Maguire

BE IT RESOLVED THAT in accordance with By-law # 02-02 as amended and Section 239 of the Municipal Act, as amended, Council proceed to a Closed Session at 7:31 p.m. in order to attend to matters pertaining to:

- a) Personal matters about an identifiable individual including municipal or local board employees.

CARRIED

#197-16-2023 R. Maguire – D. Elliott

THAT we adjourn from our Closed Session at 7:40 p.m., accept the Minutes of the previous closed session, and resume our Regular Meeting.

CARRIED

CLOSING:

#198-16-2023 D. Elliott – R. Maguire

THAT we adjourn at 7:44 p.m. until the next regular meeting or call of the Chair.

CARRIED

Brenda Reid, MAYOR

Heidi Ferguson, CLERK

*These Minutes have been circulated but are not considered Official until approved by Council.

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
MINUTES OF THE REGULAR COUNCIL MEETING

The Special Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, August 22, 2023, at 7:00 p.m.

Present: Mayor Brenda Reid
Councillor Dwayne Elliott
Councillor Jennifer Hooper
Councillor Robert Maguire

Councillor Janice Bowerman- Excused

Staff: Alton Hobbs, CAO
Heidi Ferguson, Clerk
Deb MacDonald, Treasurer
Freda Bond, Taxes and Utilities Manager
Crystal Lentir, Administrative Assistant
Jackie White, Project Events Coordinator
Perry Newman, By-law Enforcement Officer
Paul Methner, Animal Control Officer
Ron Cooper, Public Works Superintendent

Public: Members of the General Public

OPENING:

#186-15-2023 R. Maguire – D. Elliott

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:00 p.m., with a quorum of members present, with Mayor Reid presiding in the Chair.

CARRIED

AGENDA:

#187-15-2023 D. Elliott – R. Maguire

THAT we adopt the agenda as presented.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

NONE

ANNOUNCEMENTS:

Councillor Elliott announced that the Assiginack Youth Ball Tournament that took place August 10th to the 13th was very successful, with 11 youth teams participating from the Island and Espanola area. There were 28 games played and each game saw spectators of between 70-100 people in attendance. Councillor Elliott thanked everyone who helped to make this event a success including the players, coaches, parents, volunteers, municipal staff, and Assiginack Public School for hosting a BBQ!

ADOPTION OF MINUTES:

NONE

DELEGATIONS:

NONE

REPORTS:

NONE

ACTION REQUIRED ITEMS:

#188-15-2023 R. Maguire – D. Elliott

THAT we accept the summary of the tenders received from the Tax Sale Properties, as presented by the Treasurer, pending review by staff.

CARRIED

NOTE: Prior to the Tax Sale submissions being opened, the Treasurer informed all members present that three of the tax sale properties advertised were redeemed and that we received over 100 submissions in response to the advertisement. We will be keeping the two highest tenders, and these will be reviewed tomorrow by staff to ensure they meet the requirements. Staff will open all of the tenders by their file number and at the end of each file, staff will announce the top two tenders. All deposits will be returned to all bidders via registered mail.

At the conclusion of the Tax Sale process, Mayor Reid reminded those in attendance that this was a legal process that the Township followed and that in no way was there any favouritism shown to any one bidder. The Mayor thanked everyone who was in attendance and excused the audience members who wished to leave.

#189-15-2023 R. Maguire – D. Elliott

THAT we award the Request for Prosecution Services to Wishart Law Firm LLP.

CARRIED

NOTE: Staff shared that based on the review of the proposals received, that staff's recommendation is that Council award the tender to Wishart Law Firm LLP. Based on their proposal and feedback from their references, it is staff's opinion that we will have the best working relationship with this firm.

INFORMATION ITEMS:

NONE

BY-LAWS:

NONE

CLOSED SESSION:

#190-15-2023 D. Elliott – R. Maguire

BE IT RESOLVED THAT in accordance with By-law # 02-02 as amended and Section 239 of the Municipal Act, as amended, Council proceed to a Closed Session at 7:45 p.m. in order to attend to matters pertaining to:

- a) Personal matters about an identifiable individual including municipal or local board employees.
- b) Litigation, potential litigation including matters before administrative tribunals.

CARRIED

#191-15-2023 D. Elliott – R. Maguire

THAT we adjourn from our Closed Session at 9:24 p.m., accept the Minutes of the previous closed session, and resume our Regular Meeting.

CARRIED

CLOSING:

#192-15-2023 R. Maguire – D. Elliott

THAT we adjourn at 9:25 p.m. until the next regular meeting or call of the Chair.

CARRIED

Brenda Reid, MAYOR

Heidi Ferguson, CLERK

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THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
MINUTES OF THE REGULAR COUNCIL MEETING

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, August 15, 2023, at 7:00 p.m.

Present: Mayor Brenda Reid
Councillor Dwayne Elliott
Councillor Jennifer Hooper
Councillor Robert Maguire

Staff: Alton Hobbs, CAO
Heidi Ferguson, Clerk
Deb MacDonald, Treasurer
Freda Bond, Taxes and Utilities Manager
Crystal Lentir, Administrative Assistant
Jackie White, Project Events Coordinator

Regrets: Councillor Janice Bowerman- Excused
Ron Cooper, Public Works Superintendent

Press: Tom Sasvari, Manitoulin Expositor

Public: Chris Perry of Perry & Perry Architects
Members of the Burns Wharf Theatre Players

OPENING:

#170-14-2023 D. Elliott – R. Maguire

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business at 7:00 p.m., with a quorum of members present, with Mayor Reid presiding in the Chair.

CARRIED

AGENDA:

#171-14-2023 D. Elliott – R. Maguire

THAT the agenda for this meeting be amended to remove item 5a.) Public Works Report.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

Mayor Reid disclosed pecuniary interest in 6a) Payroll (and later abstained from all discussions and the passing of the resolution).

ANNOUNCEMENTS:

NONE

ADOPTION OF MINUTES:

#172-14-2023 R. Maguire – D. Elliott

THAT we approve the minutes of the Regular Meeting of Council of July 18, 2023.

CARRIED

#173-14-2023 D. Elliott – J. Hooper

THAT we accept the minutes of the Assiginack Museum Committee of August 3, 2023.

CARRIED

NOTE: Mayor Reid and Councillor Hooper shared with Council that the painting at the Museum has been completed, the repairs to the log buildings will be done in the Fall and the Museum is currently working on obtaining three quotes for roofing for the buildings. The Museum's Market has been very successful and well attended by both vendors and patrons and the Museum's Open House during Summerfest Weekend was a huge success with 108 visitors throughout the day.

#174-14-2023 J. Hooper – D. Elliott

THAT we accept the minutes of the Assiginack Museum Committee of July 6, 2023.

CARRIED

#175-14-2023 D. Elliott – J. Hooper

THAT we accept the minutes of the Strategic Planning Advisory Committee of July 11, 2023.

CARRIED

DELEGATIONS:

#176-14-2023 R. Maguire – D. Elliott

THAT we thank Chris Perry from Perry and Perry Architects for his presentation to Council.

CARRIED

NOTE: Chris Perry of Perry & Perry Architects provided Council with background information regarding the original concept/design of the Assiginack Arts and Events Center (AAEC), stressing that to meet the quick turn around time of the funding, a concept to add onto the existing arena building was developed. He discussed that there is still flexibility and opportunity to re-work the current design and it is possible to go with a stand-alone concept.

Council had the opportunity to ask their questions regarding the next steps that should be taken, including consultation with AAEC potential user groups and a calculation of ongoing operational cost, and it was determined that Chris Perry would send staff a workplan that outlines what the next steps and a timeline to move the project forward.

REPORTS:

#177-14-2023 R. Maguire – D. Elliott

THAT we acknowledge receipt of the July 2023 Roller Mills Report and thank Kelsey Maguire for his report.

CARRIED

ACTION REQUIRED ITEMS:

#178-14-2023 R. Maguire – D. Elliott

THAT Council authorizes the following Accounts for Payment: General \$ 176,482.99 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

#179-14-2023 D. Elliott – R. Maguire

THAT Council authorizes the following Accounts for Payment: Payroll \$ 64,189.07 pursuant to the attached Treasurer's Statement of Accounts.

CARRIED

NOTE: Due to Mayor Reid declaring a Pecuniary Interest, she vacated the Chair and Councillor Elliott called the vote on this matter.

#180-14-2023 R. Maguire – D. Elliott

THAT we approve Manitoulin Streams request to install a bench in memory of Paul Moffatt on the municipal property located between the Municipal Office and the Waterfront, in a location to be mutually determined between the Township and Manitoulin Streams.

CARRIED

INFORMATION ITEM:

#181-14-2023 D. Elliott – R. Maguire

THAT we acknowledge receipt of the correspondence from AMCTO to the Hon. Doug Ford regarding AMCTO's request for the Province to provide direction on returning to the assessment cycle and we support their request.

CARRIED

BY-LAWS:

#182-14-2023 R. Maguire – J. Hooper

THAT By-Law 2023-14, being a by-law to authorize the temporary closure of Arthur Street in Manitowaning on September 9, 2023, be given a first, second, third and final reading and enacted in open Council.

CARRIED

CLOSED SESSION:

#183-14-2023 J. Hooper – R. Maguire

THAT in accordance with By-Law 02-02 and Section 239 of the Municipal Act, as amended, Council proceed to a Closed Session at 7:27 p.m. in order to attend to matters pertaining to:

c.) A proposed or pending acquisition or disposition of land by the municipality.

CARRIED

#184-14-2023 R. Maguire – J. Hooper

THAT we adjourn from our Closed Session at 8:15 p.m., accept the Minutes of the previous closed session, and resume our Regular Meeting.

CARRIED

CLOSING:

#185-14-2023 J. Hooper – R. Maguire

THAT we adjourn at 8:16 p.m. until the next regular meeting or call of the Chair.

CARRIED

Brenda Reid, MAYOR

Heidi Ferguson, CLERK

*These Minutes have been circulated but are not considered Official until approved by Council.



AUGUST 8, 2023 SPAC COMMITTEE MEETING MINUTES

PRESENT: COMMITTEE:

Brenda Reid, Jennifer Hooper, Dwayne Elliot (7:30)

Absent: Rob Maguire

STAFF:

EDO: Shelba Millette, and CAO: Alton Hobbs

1. MEETING DECLARED OPEN BY CHAIR @ 7:00 P.M.

2. APPROVAL OF AGENDA

MOTION: 2023 – 010

Moved by: J.Bowerman

Seconded by: J.Hooper

WHEREAS SPAC has been provided the Agenda for the meeting of August 8, 2023,
BE IT RESOLVED THAT the agenda for this meeting be approved. CARRIED

3. APPROVAL OF SPAC July 11, 2023 MEETING MINUTES

MOTION: 2023 – 11

Moved by: J.Hooper

Seconded by: J.Bowerman

BE IT RESOLVED THAT the Minutes be accepted as presented. CARRIED

4. EDO POWERPOINT: TASK 3

MOTION: 2023 – 12

Moved by: J.Hooper

Seconded by: D. Elliot

That SPAC recognize EDO: Shelba Millette's presentation: TASK 3 CARRIED

5. ADJOURNMENT

MOTION: 2023 – 13

Moved by: J.Bowerman

WHEREAS the business of the SPAC meeting has concluded,
BE IT RESOLVED THAT this meeting be adjourned at 7:45 P.M. CARRIED

Signature: SPAC Committee Chair:

Signature: SPAC Recording Secretary:

DATE: August, 10 2023

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement, de la Protection de
la nature et des Parcs

Drinking Water and Environmental
Compliance Division, Northern Region

Division de la conformité en matière d'eau potable
et d'environnement, Direction régionale du Nord

933 Ramsey Lake Road
4th Floor
Sudbury ON P3E 6B5
Tel.: 705 564-3237
Toll Free: 1-800-890-8516
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Télééc. : 705 564-4180

September 8, 2023

Mr. Alton Hobbs
Clerk/Treasurer
Municipality of Assiginack
Box 238, Manitowaning, Ontario
P0P 1N0

Dear Mr. Hobbs:

Attached is the annual inspection report for the Sunsite Estates Drinking Water System.

The report format in use for MECP inspections is new. Please note the following:

- There are no non-compliance situations outlined in the report.
- A description of the components of the drinking water system can be found in Appendix E.
- Of note is the Inspection Rating Record (normally attached) which will be sent under separate cover within one month.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in *"Taking Care of Your Drinking Water: A guide for members of municipal council"* found under "Resources" on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

The operating authority's cooperation during the inspection was appreciated. Please feel free to contact me at 705 929-7029, should you have questions.

Sincerely,

M. Spinney

Maureen Spinney
Water Inspector
Sudbury District Office

cc. Ms. Sarah Beaulieu, OCWA
Mr. Burgess Hawkins, PHSD



SUNSITE ESTATES SUBDIVISION DRINKING WATER SYSTEM
15 MOGGY FAIRWAY, ASSIGINACK, ON,
INSPECTION REPORT

Entity: CORPORATION OF THE
TOWNSHIP OF ASSIGINACK
ONTARIO CLEAN WATER
AGENCY

Inspection Start Date: July 13, 2023
Inspection End Date: September 08, 2023
Inspected By: Maureen Spinney
Badge #: 467
Inspected By: Marnie Managhan
Badge #: 718

Maureen Spinney
(signature)

NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1001000	Question Type	Information
Legislative Requirement(s): Not Applicable Question: What was the scope of this inspection? Compliance Response(s)/Corrective Action(s)/Observation(s): The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices. This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA. This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements. Drinking Water Inspector (DWI) notes that the review period of this announced, detailed inspection is October 1, 2022 to June 30, 2023.			

Question ID	DWMR1000000	Question Type	Information
Legislative Requirement(s): Not Applicable Question: Does this drinking water system provide primary disinfection? Compliance Response(s)/Corrective Action(s)/Observation(s): This drinking water system provides for both primary and secondary disinfection and distribution of water.			

Question ID	DWMR1010000	Question Type	BMP
Legislative Requirement(s): Not Applicable			

Question:

Are trends in source water quality being monitored?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Trends in source water quality were being monitored.

Question ID	DWMR1012000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Does the owner have a harmful algal bloom monitoring plan in place that meets the requirements of the MDWL?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had a harmful algal bloom monitoring plan in place.			

Question ID	DWMR1014000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Is there sufficient monitoring of flow as required by the MDWL or DWWP issued under Part V of the SDWA?			
Compliance Response(s)/Corrective Action(s)/Observation(s): There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.			

Question ID	DWMR1015000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Are the flow measuring devices calibrated or verified in accordance with the requirements of the MDWL issued under Part V of the SDWA?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The flow measuring devices were calibrated or verified in accordance with the requirements of the MDWL issued under Part V of the SWDA.			
DWI, notes Schedule C of the Drinking Water Works Permit requires the use, and calibration of flow meters at the following locations: -Treated water flowing to the distribution system. Calibration dates are June 30, 2022, and July 5, 2023.			

-Raw water flowing into the treatment system. Calibration dates are June 30, 2022, and July 5, 2023.

Question ID	DWMR1016000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Is the owner in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the MDWL issued under Part V of the SDWA?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.			
DWI notes: PTTW #7151-ABEK4P establishes a maximum instantaneous flow rate of 379L/min (6.317 L/sec) and/or a maximum of 276,480 L/day (276.5m3/day). Data provided indicates raw water maximum flow rate of 126.04m3/day (per June 2023 data summary) and a maximum instantaneous flow rate of 4.08L/sec (as per December 2022 data summary).			
Schedule C of the MDWL (254-101) establishes a rated capacity of 220m3/day. During review period, records indicate a treated water maximum flow rate of 124.97 m3/day which is 57% of capacity (per June 2023 data summary).			

Question ID	DWMR1013000	Question Type	Legislative
Legislative Requirement(s): OWRA 34 (3);			
Question: Is the owner in compliance with all conditions of the PTTW?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was in compliance with all conditions of the PTTW.			

Question ID	DWMR1018000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Has the owner ensured that all equipment is installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s):			

The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.

Question ID	DWMR1021000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 2 documents were prepared in accordance with their Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.			

Question ID	DWMR1028000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Are up-to-date plans for the drinking water system kept in place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the DWWP and MDWL issued under Part V of the SDWA?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Up-to-date plans for the drinking water system were kept in a place, or made available in such a manner, that they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the DWWP and MDWL issued under Part V of the SDWA.			

Question ID	DWMR1025000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were all parts of the drinking water system that came in contact with drinking water (added, modified, replaced or extended) disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All parts of the drinking water system were disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.			

Question ID	DWMR1023000	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);</p> <p>Question: Do records indicate that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a DWWP and/or MDWL issued under Part V of the SDWA at all times that water was being supplied to consumers?</p> <p>Compliance Response(s)/Corrective Action(s)/Observation(s): Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under O. Reg. 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.</p> <p>DWI notes the Sunsite Estates water plant uses a process that includes membrane filtration (ultrafiltration) followed by chemical disinfection with sodium hypochlorite to achieve the required log removal/inactivation credits.</p> <p>Please see Appendices, specifically Schedule E of the MDWL for a summary of the plant processes and their respective log removal credits. As per Schedule E the following criteria for membrane filtration must be met at all times:</p> <ol style="list-style-type: none"> 1. Maintain effective backwash procedures. During review period there was no indication of problems. 2. Monitor the integrity of the membranes by continuous particle counting or equivalent means (i.e. pressure decay measurements). During review period operator indicates pressure decay testing occurred normally. Operator indicates filters are set to run backwash cycles and membrane integrity tests on pre-set schedules with pressure decay tests every 24 hours. 3. Continuously monitor filtrate turbidity. During review period there was no clear indication of problems. 4. Meet the performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month. A new SCADA system was installed greatly improving accuracy of data summaries. <p>As per Schedule E the following criteria for the chlorination process must be met at all times: The chlorine disinfection component of this system must achieve a minimum of 0.5-log inactivation of Giardia and 4-log inactivation of viruses. A standard operating procedure has been developed for this facility that requires a CT calculation to be completed and recorded any time the chlorine levels leaving the clearwell are 0.80 mg/L or less.</p>			

Question ID	DWMR1024000	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);</p> <p>Question:</p>			

Do records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated as required?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.

Question ID	DWMR1034000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (5); SDWA O. Reg. 170/03 7-2 (6);			
Question: Is the secondary disinfectant residual measured as required for the small municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The secondary disinfectant residual was measured as required for the small municipal residential distribution system.			
DWI notes Schedule 7, Regulation 170 requires at least 2 distribution samples be taken each week, at least 48 hours apart. Samples to be measured for free chlorine residual. Residuals always greater than 1.0mg/l.			

Question ID	DWMR1049000	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Do records confirm that disinfectant residuals are routinely checked at the extremities and dead ends of the distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that disinfectant residuals were routinely checked at the extremities and dead ends of the distribution system.			
DWI notes this system is quite small with only two dead ends, two small diameter (1.5 inch) blowoffs and no hydrants. Bleeders are used to assure good chlorine residual levels.			

Question ID	DWMR1030000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (1); SDWA O. Reg. 170/03 7-2 (2);			
Question: Is primary disinfection chlorine monitoring being conducted at a location approved by MDWL			

and/or DWWP issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.

DWI notes chlorine is injected just past completion of filtration, as water enters contact tank. A sample is drawn from a point as water is leaving the clearwell. A seldom used manually triggered trim chlorine system is also available which would inject sodium hypochlorite at a point just prior to water entering the distribution system. The operator is aware that due to a lack of contact time, using only the trim chlorine system may mean water is not properly disinfected prior to use by the first consumer.

Question ID	DWMR1031000	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Are operators aware of the operational criteria necessary to achieve primary disinfection within the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators were aware of the operational criteria necessary to achieve primary disinfection within the drinking water system. DWI notes during inspection process Schedule E is discussed. OCWA pursues training on Schedule E during monthly meetings.			

Question ID	DWMR1032000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-3 (2);			
Question: If the drinking water system obtains water from a surface water source and provides filtration, is continuous monitoring of each filter effluent line being performed for turbidity?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Continuous monitoring of each filter effluent line was being performed for turbidity.			

Question ID	DWMR1035000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4; SDWA O. Reg. 170/03 6-5 (1)5-10;			
Question:			

Are operators examining continuous monitoring test results and are they examining the results within 72 hours of the test?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.

Question ID	DWMR1038000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			
Question: Is continuous monitoring equipment that is being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.			

Question ID	DWMR1037000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4; SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
Question: Are all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or MDWL or DWWP or order, equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6. DWI notes the attending operator calculates CT when levels are less than 0.8mg/l. Chlorine alarms are set at 1.0mg/l. A lowlift pump lockout occurs when chlorine sinks below alarm level. Filtrate turbidity alarms are set at 0.1NTU, with no set delay. The operator tracks filtrate turbidity in excess of 0.1NTU in order to evaluate filter efficiency ratings.			

Question ID	DWMR1040000	Question Type	Legislative
Legislative Requirement(s):			

SDWA | O. Reg. 170/03 | 6-5 | (1)1-4; SDWA | O. Reg. 170/03 | 6-5 | (1)5-10;

Question:

Are all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.

Question ID	DWMR1108000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4; SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
Question: Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, an Order, MDWL, or DWWP issued under Part V, SDWA, has triggered an alarm or an automatic shut-off, did a qualified person respond in a timely manner and take appropriate actions?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.			

Question ID	DWMR1099000	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03)?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03).			

Question ID	DWMR1082000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 11-2 (1); SDWA O. Reg. 170/03 11-2 (2); SDWA O. Reg. 170/03 11-2 (6);			

Question:

For SMR systems, are all microbiological water quality monitoring requirements for distribution samples prescribed by legislation being met?

Compliance Response(s)/Corrective Action(s)/Observation(s):

All microbiological water quality monitoring requirements prescribed by legislation for distribution samples in a small municipal residential system were being met.

DWI notes sampling in the distribution system is required once every two weeks with testing for E.coli, total coliforms and heterotrophic plate count.

Question ID	DWMR1096000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-3 (1);			
Question: Do records confirm that chlorine residual tests are being conducted at the same time and at the same location that microbiological samples are obtained?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.			

Question ID	DWMR1084000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-2;			
Question: Are all inorganic water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			
DWI notes samples are required to be taken at least once every 60 months. The last sets of samples were taken January 15, 2015, and January 16, 2019.			

Question ID	DWMR1085000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-4 (1); SDWA O. Reg. 170/03 13-4 (2); SDWA O. Reg. 170/03 13-4 (3);			
Question: Are all organic water quality monitoring requirements prescribed by legislation conducted within the required frequency?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

DWI notes samples are required to be taken at least once every 60 months. The last sets of samples were taken January 15, 2015, and January 18, 2019.

Question ID	DWMR1086000	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);</p> <p>Question: Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the required frequency and at the required location?</p> <p>Compliance Response(s)/Corrective Action(s)/Observation(s): All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.</p> <p>DWI notes the operating authority pursues sampling a minimum of once every 3 months as follows: July 19, 2022 @ 19.4ug/l October 18, 2022, @ 19.2ug/l January 23, 2023 @ 13.4ug/l April 17, 2023 @ 13.8ug/l</p>			

Question ID	DWMR1087000	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);</p> <p>Question: Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location?</p> <p>Compliance Response(s)/Corrective Action(s)/Observation(s): All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.</p> <p>DWI notes the operating authority pursues sampling a minimum of once every 3 months as follows: July 19, 2022 @ 39ug/l October 18, 2022, @ 34ug/l January 23, 2023 @ 26ug/l</p>			

April 17, 2023 @ 23ug/l

Question ID	DWMR1088000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-7;			
Question: Are all nitrate/nitrite water quality monitoring requirements prescribed by legislation conducted within the required frequency for the DWS?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			

Question ID	DWMR1089000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-8;			
Question: Are all sodium water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			
DWI notes the operating authority pursues sampling, a minimum of once every 60 months. Last samples occurred on January 7, 2014, with results of 6.91mg/l, and January 16, 2019, with results of 6.08mg/l.			

Question ID	DWMR1090000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-9;			
Question: Where fluoridation is not practiced, are all fluoride water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			
DWI notes the operating authority pursues sampling, a minimum of once every 60 months. Last samples occurred on January 7, 2014, and January 18, 2019.			

Question ID	DWMR1092000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-2;			
Question: Has the owner ensured that water samples are taken at the prescribed location?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner ensured that water samples were taken at the prescribed location.			

Question ID	DWMR1094000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Are all water quality monitoring requirements imposed by the MDWL and DWWP being met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All water quality monitoring requirements imposed by the MDWL or DWWP issued under Part V of the SDWA were being met.			
DWI notes Question 1044000 provides further information on required water quality monitoring.			

Question ID	DWMR1095000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 15.1-10; SDWA O. Reg. 170/03 15.1-4 (1); SDWA O. Reg. 170/03 15.1-5 (1); SDWA O. Reg. 170/03 15.1-5 (10); SDWA O. Reg. 170/03 15.1-5 (11); SDWA O. Reg. 170/03 15.1-5 (12); SDWA O. Reg. 170/03 15.1-5 (2); SDWA O. Reg. 170/03 15.1-5 (3); SDWA O. Reg. 170/03 15.1-5 (4); SDWA O. Reg. 170/03 15.1-5 (5); SDWA O. Reg. 170/03 15.1-5 (6); SDWA O. Reg. 170/03 15.1-5 (7); SDWA O. Reg. 170/03 15.1-5 (8); SDWA O. Reg. 170/03 15.1-5 (9); SDWA O. Reg. 170/03 15.1-7 (1); SDWA O. Reg. 170/03 15.1-7 (2); SDWA O. Reg. 170/03 15.1-7 (3); SDWA O. Reg. 170/03 15.1-7 (4); SDWA O. Reg. 170/03 15.1-9 (1); SDWA O. Reg. 170/03 15.1-9 (2); SDWA O. Reg. 170/03 15.1-9 (3); SDWA O. Reg. 170/03 15.1-9 (4); SDWA O. Reg. 170/03 15.1-9 (5); SDWA O. Reg. 170/03 15.1-9 (6); SDWA O. Reg. 170/03 15.1-9 (7); SDWA O. Reg. 170/03 15.1-9 (8); SDWA O. Reg. 170/03 15.1-9 (9);			
Question: Have all lead sampling requirements prescribed by Schedule 15.1 of O. Reg. 170/03 been met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.			
DWI notes that the Sunsite Estates water treatment system qualifies for the exempt stage of lead sampling.			
The operating authority ensures every third year, a minimum of 1 lead sample is taken in the			

distribution system during the winter (December 15th to April 15th) and summer (June 15th to October 15th) sampling period and, pH and alkalinity are taken every sampling period (winter and summer).

Last Lead samples:

5 January 2021 @ 0.11ug/l is a winter sample.

13 April 2021 @ 0.12ug/l is a winter sample.

15 June 2021 @ 0.12ug/l is a summer sample.

Alkalinity and pH samples were taken in January and June.

Question ID	DWMR1098000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13 (1); SDWA O. Reg. 170/03 13 (2); SDWA O. Reg. 170/03 13 (3);			
Question: Has the owner indicated that the required records are kept and will be kept for the required time period?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner indicated that the required records are kept and will be kept for the required time period.			

Question ID	DWMR1110000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 11 (6);			
Question: Was an Annual Report containing the required information prepared by February 28 of the following year?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The Annual Report containing the required information was prepared by February 28th of the following year.			

Question ID	DWMR1111000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 22-2 (1); SDWA O. Reg. 170/03 22-2 (2); SDWA O. Reg. 170/03 22-2 (3); SDWA O. Reg. 170/03 22-2 (4);			
Question: Have Summary Reports for municipal council been completed on time, include the required content, and distributed in accordance with the regulatory requirements?			
Compliance Response(s)/Corrective Action(s)/Observation(s):			

Summary Reports for municipal council were completed on time, included the required content, and were distributed in accordance with the regulatory requirements.

DWI notes Council minutes were provided indicating the Summary and Annual reports were presented and distributed to Council on March 21, 2023.

Question ID	DWMR1043000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Are the process wastewater and residual solids/sludges being treated, handled and disposed of in accordance with the design requirements approved under the Drinking Water Works Permit and the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The process wastewater and residual solids/sludges were treated, handled and disposed of in accordance with the design requirements approved under the Drinking Water Works Permit and the Municipal Drinking Water Licence.			
DWI notes sludge depth should be measured and disposed of as necessary.			

Question ID	DWMR1044000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Does the process wastewater discharge monitoring program and discharge quality comply with requirements established in the MDWL issued under Part V of the SDWA?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The process wastewater discharge monitoring program and discharge quality complied with requirements established in the Municipal Drinking Water Licence Issued under Part V of the SDWA.			
DWI notes Tables 3 and 7 of Schedule C, MDWL require quarterly composite sampling of backwash water at point of discharge for total suspended solids(TSS). The annual average concentration shall not exceed 25mg/l. The operating authority pursues sampling a minimum of once every 3 months as follows: July 19, 2022 @ 14mg/l October 18, 2022 @ 7mg/l January 23, 2023 @ <2mg/l April 17, 2023 @ 3mg/l			
As of January 24, 2022, Tables 3 and 7 of Schedule C, MDWL require quarterly grab sampling of backwash water at point of discharge for total chlorine residual. The annual average concentration shall not exceed 0.02mg/l. This testing was accomplished.			

Question ID	DWMR1053000	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Is the Owner able to maintain proper pressures in the distribution system and is pressure monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.			

Question ID	DWMR1047000	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Does the owner have a program or maintain a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had a program or maintained a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system. DWI notes clearwells are maintained effectively.			

Question ID	DWMR1050000	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Is there a program in place for inspecting and exercising valves?			
Compliance Response(s)/Corrective Action(s)/Observation(s): There was a program in place for inspecting and exercising valves. There are 11 valves in the system with each location mapped. OCWA attempts to exercise valves at least once per year.			

Question ID	DWMR1058000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 28;			

Question:

Do operators and maintenance personnel have ready access to operations and maintenance manuals?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Operators and maintenance personnel had ready access to operations and maintenance manuals.

Question ID	DWMR1059000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 28;			
Question: Do the operations and maintenance manuals contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.			

Question ID	DWMR1060000	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.			

Question ID	DWMR1061000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 27 (1); SDWA O. Reg. 128/04 27 (2); SDWA O. Reg. 128/04 27 (3); SDWA O. Reg. 128/04 27 (4); SDWA O. Reg. 128/04 27 (5); SDWA O. Reg. 128/04 27 (6); SDWA O. Reg. 128/04 27 (7);			
Question: Are logbooks properly maintained and contain the required information?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Logbooks were properly maintained and contained the required information. DWI notes e-logs are in use within the Espanola hub.			

Question ID	DWMR1063000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-10 (1);			
Question: For every required operational test and for every required sample, is a record made of the date, time, location, name of the person conducting the test and result of the test?			
Compliance Response(s)/Corrective Action(s)/Observation(s): For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test.			

Question ID	DWMR1064000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 26 (2);			
Question: Did the operator-in-charge ensure that records were maintained of all adjustments made to the processes within his or her responsibility?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.			

Question ID	DWMR1065000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 27 (6);			
Question: Are logs and other record keeping mechanisms available for at least five (5) years?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Logs or other record keeping mechanisms were available for at least five (5) years.			

Question ID	DWMR1066000	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Is spill containment provided for process chemicals and standby power generator fuel?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Spill containment was provided for process chemicals and/or standby power generator fuel.			

DWI notes generator is propane powered.

Question ID	DWMR1067000	Question Type	BMP
Legislative Requirement(s): Not Applicable Question: Are clean-up equipment and materials in place for the clean up of spills? Compliance Response(s)/Corrective Action(s)/Observation(s): Clean-up equipment and materials were in place for the clean up of spills.			

Question ID	DWMR1068000	Question Type	BMP
Legislative Requirement(s): Not Applicable Question: If available, are standby power generators tested under normal load conditions? Compliance Response(s)/Corrective Action(s)/Observation(s): Standby power generators were tested under normal load conditions.			

Question ID	DWMR1069000	Question Type	BMP
Legislative Requirement(s): Not Applicable Question: Are all storage facilities completely covered and secure? Compliance Response(s)/Corrective Action(s)/Observation(s): All storage facilities were completely covered and secure.			

Question ID	DWMR1070000	Question Type	BMP
Legislative Requirement(s): Not Applicable Question: Are air vents and overflows associated with reservoirs and elevated storage structures equipped with screens? Compliance Response(s)/Corrective Action(s)/Observation(s): Air vents and overflows associated with reservoirs and elevated storage structures were equipped with screens.			

Question ID	DWMR1071000	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Has the owner provided security measures to protect components of the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had provided security measures to protect components of the drinking water system.			

Question ID	DWMR1072000	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Has the owner and/or operating authority undertaken efforts to promote water conservation and reduce water losses in their system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.			
DWI notes Bylaw 02-26, dated 2002, provides for conservation measures to be taken (lawn water measures) during the summer months.			

Question ID	DWMR1073000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			
Question: Has the overall responsible operator been designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The overall responsible operator had been designated for each subsystem.			
DWI notes the ORO is placed with operator on call. Operators are aware of the on call rotation.			

Question ID	DWMR1074000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Have operators-in-charge been designated for all subsystems which comprise the drinking water system?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Operators-in-charge had been designated for all subsystems which comprise the drinking water system.

DWI notes the OIC is the operator on duty.

Question ID	DWMR1075000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22; Question: Do all operators possess the required certification? Compliance Response(s)/Corrective Action(s)/Observation(s): All operators possessed the required certification.			

Question ID	DWMR1076000	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2); Question: Do only certified operators make adjustments to the treatment equipment? Compliance Response(s)/Corrective Action(s)/Observation(s): Only certified operators made adjustments to the treatment equipment.			

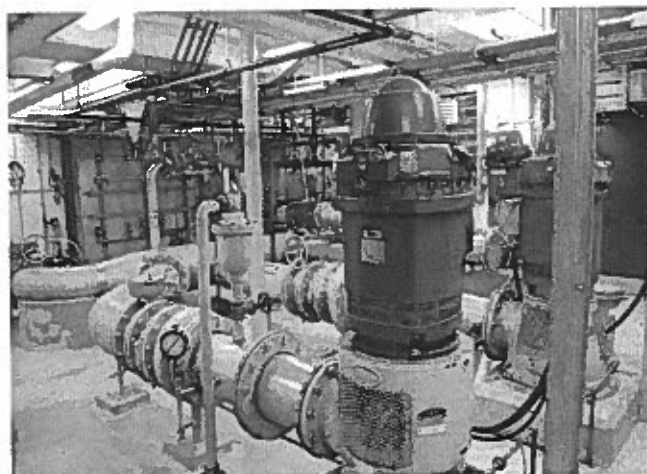
Appendix A

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



PUBLICATION TITLE	PUBLICATION NUMBER
FORMS:	
Drinking Water System Profile Information	012-2149E
Laboratory Services Notification	012-2148E
Adverse Test Result Notification	012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web

Appendix B



MUNICIPAL DRINKING WATER LICENCE

Licence Number: 254-101

Issue Number: 4

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, I hereby issue this municipal drinking water licence under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

The Corporation of the Township of Assigniack

156 Arthur St
Manitowaning, ON P0P 1N0

For the following municipal residential drinking water system:

Sunsite Estates Subdivision Drinking Water System

This municipal drinking water licence includes the following:

Schedule	Description
Schedule A	Drinking Water System Information
Schedule B	General Conditions
Schedule C	System-Specific Conditions
Schedule D	Conditions for Relief from Regulatory Requirements
Schedule E	Pathogen Log Removal/Inactivation Credits

Upon the effective date of this drinking water licence # 254-101, all previously issued versions of licence # 254-101 are revoked and replaced by this licence.

DATED at TORONTO this 24th day of January, 2022

Signature

Aziz Ahmed, P.Eng.
Director
Part V, *Safe Drinking Water Act*, 2002

Schedule A: Drinking Water System Information

System Owner	The Corporation of the Township of Assigniack
Licence Number	254-101
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Licence Effective Date	January 24, 2022

1.0 Licence Information

Licence Issue Date	January 24, 2022
Licence Effective Date	January 24, 2022
Licence Expiry Date	January 23, 2027
Application for Licence Renewal Date	July 24, 2026

2.0 Incorporated Documents

The following documents are applicable to the above drinking water system and form part of this licence:

2.1 Drinking Water Works Permit

Drinking Water System Name	Permit Number	Issue Date
Sunsite Estates Subdivision Drinking Water System	254-201	January 24, 2022

2.2 Permits to Take Water

Water Taking Location	Permit Number	Issue Date
Lake Huron	7151-ABEK4P	July 14, 2016

3.0 Financial Plans

The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be:	254-301
Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:	254-301A

4.0 Accredited Operating Authority

Drinking Water System or Operational Subsystems	Accredited Operating Authority	Operational Plan No.	Operating Authority No.
Sunsite Estates Drinking Water System	Ontario Clean Water Agency	254-401	254-OA1

Schedule B: General Conditions

System Owner	The Corporation of the Township of Assigniack
Licence Number	254-101
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Licence Effective Date	January 24, 2022

1.0 Definitions

1.1 Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.

1.2 In this licence and the associated drinking water works permit:

"adverse effect", "contaminant" and "natural environment" shall have the same meanings as in the EPA;

"alteration" may include the following in respect of this drinking water system:

- (a) An addition to the system,
- (b) A modification of the system,
- (c) A replacement of part of the system, and
- (d) An extension of the system;

"compound of concern" means a contaminant described in paragraph 4 subsection 26 (1) of O. Reg. 419/05, namely, a contaminant that is discharged to the air from a component of the drinking water system in an amount that is not negligible;

"CT" means the CT Disinfection Concept, as described in subsection 3.1.1 of the Ministry's Procedure for Disinfection of Drinking Water in Ontario, dated July 29 2016.

"Director" means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

"drinking water works permit" means the drinking water works permit for the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"emission summary table" means a table described in paragraph 14 of subsection 26 (1) of O. Reg. 419/05;

"EPA" means the *Environmental Protection Act*, R.S.O. 1990, c. E.19;

"financial plan" means the financial plan required by O. Reg. 453/07;

"Harmful Algal Bloom (HAB)" means an overgrowth of aquatic algal bacteria that produce or have the potential to produce toxins in the surrounding water, when the algal

cells are damaged or die. Such bacteria are harmful to people and animals and include microcystins produced by cyanobacterial blooms.

"licence" means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

"Ministry" means the Ontario Ministry of the Environment, Conservation and Parks;

"operational plan" means an operational plan developed in accordance with the Director's Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

"owner" means the owner of the drinking water system as identified in Schedule A of this licence;

"OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c. 0.40;

"permit to take water" means the permit to take water that is associated with the taking of water for purposes of the operation of the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"point of impingement" has the same meaning as in section 2 of O. Reg. 419/05 under the EPA;

"point of impingement limit" means the appropriate standard from Schedule 2 or 3 of O. Reg. 419/05 under the EPA and if a standard is not provided for a compound of concern, the concentration set out for the compound of concern in the document titled "Air Contaminants Benchmarks (ACB) List: Standards, guidelines and screening levels for assessing point of impingement concentrations of air contaminants", as amended from time to time and published by the Ministry and available on a government of Ontario website;

"licensed engineering practitioner" means a person who holds a licence, limited licence or temporary licence under the Professional Engineers Act;

"provincial officer" means a provincial officer designated pursuant to section 8 of the SDWA;

"publication NPC-300" means the Ministry publication titled "Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning" dated August 2013, as amended;

"SCADA system" means a supervisory control and data acquisition system used for process monitoring, automation, recording and/or reporting within the drinking water system;

"SDWA" means the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32;

"sensitive receptor" means any location where routine or normal activities occurring at reasonably expected times would experience adverse effect(s) from a discharge to air from an emergency generator that is a component of the drinking water system, including one or a combination of:

- (a) private residences or public facilities where people sleep (e.g.: single and multi-unit dwellings, nursing homes, hospitals, trailer parks, camping grounds, etc.),
- (b) institutional facilities (e.g.: schools, churches, community centres, day care centres, recreational centres, etc.),
- (c) outdoor public recreational areas (e.g.: trailer parks, play grounds, picnic areas, etc.), and
- (d) other outdoor public areas where there are continuous human activities (e.g.: commercial plazas and office buildings).

"sub-system" has the same meaning as in Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts) under the SDWA;

"surface water" means water bodies (lakes, wetlands, ponds - including dug-outs), water courses (rivers, streams, water-filled drainage ditches), infiltration trenches, and areas of seasonal wetlands;

"UV" means ultraviolet, as in ultraviolet light produced from an ultraviolet reactor.

2.0 Applicability

- 2.1 In addition to any other applicable legal requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

3.0 Licence Expiry

- 3.1 This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

4.0 Licence Renewal

- 4.1 Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

5.0 Compliance

- 5.1 The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

6.0 Licence and Drinking Water Works Permit Availability

- 6.1** At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

7.0 Permit to Take Water and Drinking Water Works Permit

- 7.1** A permit to take water identified in Schedule A of this licence is the applicable permit on the date identified as the Effective Date of this licence.
- 7.2** A drinking water works permit identified in Schedule A of this licence is the applicable permit on the date identified as the Effective Date of this licence.

8.0 Financial Plan

- 8.1** For every financial plan prepared in accordance with subsections 2(1) and 3(1) of O. Reg. 453/07, the owner of the drinking water system shall:
- 8.1.1** Ensure that the financial plan contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence; and
- 8.1.2** Submit a copy of the financial plan to the Ministry of Municipal Affairs and Housing within three (3) months of receiving approval by a resolution of municipal council or the governing body of the owner.

9.0 Interpretation

- 9.1** Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:
- 9.1.1** The SDWA;
- 9.1.2** A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;
- 9.1.3** A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;
- 9.1.4** Any regulation made under the SDWA;
- 9.1.5** Any provision of this licence that does not explicitly override a prescribed regulatory requirement;
- 9.1.6** Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;
- 9.1.7** Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and

- 9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.
- 9.1.9 Any other technical bulletin or procedure issued by the Ministry from the most recent to the earliest.
- 9.2 If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.
- 9.3 The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:
 - 9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and
 - 9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.
- 9.4 For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

10.0 Adverse Effects

- 10.1 Nothing in this licence or the drinking water works permit shall be read as to permit:
 - 10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or
 - 10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.
- 10.2 All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- 10.3 Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

11.0 Change of Owner or Operating Authority

- 11.1 This licence is not transferable without the prior written consent of the Director.
- 11.2 The owner shall notify the Director in writing at least 30 days prior to a change of any operating authority identified in Schedule A of this licence.
 - 11.2.1 Where the change of operating authority is the result of an emergency situation, the owner shall notify the Director in writing of the change as soon as practicable.

12.0 Information to be Provided

- 12.1 Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

13.0 Records Retention

- 13.1 Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 or section 13 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

14.0 Chemicals and Materials

- 14.1 All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF/372.
 - 14.1.1 In the event that the standards are updated, the owner may request authorization from the Director to use any on hand chemicals and materials that previously met the applicable standards.
- 14.2 The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.
- 14.3 Conditions 14.1 and 14.2 do not apply in the case of the following:
 - 14.3.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);
 - 14.3.2 Articles made from stainless steel, glass, HDPE or Teflon®;

- 14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;
- 14.3.4 Gaskets that are made from NSF approved materials;
- 14.3.5 Food grade oils and lubricants, food grade anti-freeze, and other food grade chemicals and materials that are compatible for drinking water use that may come into contact with drinking water, but are not added directly to the drinking water; or
- 14.3.6 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

15.0 Drawings

- 15.1 All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.
- 15.2 Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the alteration being completed or placed into service.
- 15.3 Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

16.0 Operations and Maintenance Manual

- 16.1 An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference to all persons responsible for all or part of the operation or maintenance of the drinking water system.
- 16.2 The operations and maintenance manual or manuals, shall include at a minimum:
 - 16.2.1 The requirements of this licence and associated procedures;
 - 16.2.2 The requirements of the drinking water works permit for the drinking water system;
 - 16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system including where applicable:
 - a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions and other operating conditions, if applicable; and

- b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;
- 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;
- 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
- 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
- 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;
- 16.3 Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.
- 16.4 All of the procedures included or referenced within the operations and maintenance manual must be implemented.

Schedule C: System-Specific Conditions

System Owner	The Corporation of the Township of Assigniack
Licence Number	254-101
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Licence Effective Date	January 24, 2022

1.0 System Performance

Rated Capacity

- 1.1 For each treatment subsystem listed in column 1 of Table 1, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in column 2 of the same row.

Table 1: Rated Capacity	
Column 1 Treatment Subsystem Name	Column 2 Rated Capacity (m ³ /day)
Sunsite Estates Water Treatment Plant	220

Maximum Flow Rates

- 1.2 For each treatment subsystem listed in column 1 of Table 2, the maximum flow rate of water that flows into a treatment subsystem component listed in column 2 shall not exceed the value listed in column 3 of the same row.

Table 2: Maximum Flow Rates		
Column 1 Treatment Subsystem Name	Column 2 Treatment Subsystem Component	Column 3 Maximum Flow Rate (L/s)
Not Applicable	Not Applicable	Not Applicable

- 1.3 Despite conditions 1.1 and 1.2, a treatment subsystem may be operated temporarily at a maximum daily volume and/or a maximum flow rate above the values set out in column 2 of Table 1 and column 3 of Table 2 respectively for the purposes of fighting a large fire or for the maintenance of the drinking water system.
- 1.4 Condition 1.3 does not authorize the discharge into the distribution system of any water that does not meet all of the requirements of this licence and all other regulatory requirements, including compliance with the Ontario Drinking Water Quality Standards.

Residuals Management

- 1.5** In respect of an effluent discharged into the natural environment from a treatment subsystem or treatment subsystem component listed in column 1 of Table 3:
- 1.5.1** The annual average concentration of a test parameter identified in column 2 shall:
- a) not exceed the value in column 3 of the same row; and
 - b) be calculated at least once quarterly as the running annual average based on the previous four quarterly results;
- 1.5.2** Where the average concentration of a test parameter identified in column 2 exceeds the value in column 3, the concentration shall be reported to the local Ministry district office within 72 hours of receipt of the last lab result used in the calculation;
- 1.5.3** The maximum concentration of a test parameter identified in column 2 shall not exceed the value in column 4 of the same row;
- 1.5.4** Where the maximum concentration of a test parameter identified in column 2 exceeds the value in column 4, the discharge shall be reported in accordance with s.13.2 of O. Reg. 675.98 and recorded in accordance with s.12.2 of O. Reg. 675.98 within 24 hours of receipt of the lab result; and,
- 1.5.5** The test parameters listed in column 2 of Table 3 shall be sampled in accordance with conditions 5.2, 5.3 and 5.4 of Schedule C in this Licence.

Table 3: Residuals Management			
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Annual Average Concentration (mg/L)	Column 4 Maximum Concentration (mg/L)
Sunsite Estates Water Treatment Plant	Total Suspended Solids	25	Not Applicable
Sunsite Estates Water Treatment Plant	Total Chlorine Residual	0.02	Not Applicable

UV Disinfection Equipment Performance

- 1.6** For each treatment subsystem or treatment subsystem component listed in column 1 of Table 4, and while directing water to the distribution system and being used to meet pathogen log removal/inactivation credits specified in Schedule E:
- 1.6.1** The UV disinfection equipment shall be operated within the validated limits for the equipment at all times such that a continuous pass-through UV dose is maintained throughout the life time of the UV lamp(s) that is at least the minimum continuous pass-through UV dose set out in column 2 of the same row

- 1.6.2 In addition to any other sampling, analysis and recording that may be required, the ultraviolet light disinfection equipment shall test for the test parameters set out in column 4 of the same row at a testing frequency of once every five (5) minutes or less and record the test data at a recording frequency of once every four (4) hours or less;
- 1.6.3 If there is a UV disinfection equipment alarm signaling that the disinfection equipment is malfunctioning, has lost power, or is not providing the appropriate level of disinfection the test parameters set out in column 4 of the same row shall be recorded at a recording frequency of once every five minutes or less until the alarm condition has been corrected;
- 1.6.4 A monthly summary report shall be prepared at the end of each calendar month which sets out the time, date and duration of each UV equipment alarm described in condition 1.6.3, the volume of water treated during each alarm period and the actions taken by the operating authority to correct the alarm situation;

Table 4: UV Disinfection Equipment			
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Minimum Continuous Pass-Through UV Dose (mJ/cm ²)	Column 3 Control Strategy	Column 4 Test Parameter
Not Applicable	Not Applicable	Not Applicable	Not Applicable

2.0 Flow Measurement and Recording Requirements

- 2.1 For each treatment subsystem identified in column 1 of Table 1 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for:
- 2.1.1 The flow rate (L/s) and daily volume (m³/day) of treated water that flows from the treatment subsystem to the distribution system.
- 2.1.2 The flow rate (L/s) and daily volume (m³/day) of water that flows into the treatment subsystem.
- 2.2 For each treatment subsystem component identified in column 2 of Table 2 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for the flow rate and daily volume of water that flows into the treatment subsystem component.
- 2.3 Where a rated capacity from Table 1 or a maximum flow rate from Table 2 is exceeded, the following shall be recorded:
- 2.3.1 The difference between the measured amount and the applicable rated capacity or maximum flow rate specified in Table 1 or Table 2;

- 2.3.2 The time and date of the measurement;
- 2.3.3 The reason for the exceedance; and
- 2.3.4 The duration of time that lapses between the applicable rated capacity or maximum flow rate first being exceeded and the next measurement where the applicable rated capacity or maximum flow rate is no longer exceeded.

3.0 Calibration of Flow Measuring Devices

- 3.1 All flow measuring devices that are required by regulation, by a condition in the drinking water works permit 254-201, or by a condition otherwise imposed by the Ministry, shall be checked and where necessary calibrated in accordance with the manufacturer's instructions.
- 3.2 If the manufacturer's instructions do not indicate how often to check and calibrate a flow measuring device, the equipment shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in operation.
 - 3.2.1 For greater certainty, if condition 3.2 applies, the equipment shall be checked and where necessary calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

4.0 Calibration of CT Monitoring System

- 4.1 Any measuring instrumentation that forms part of the monitoring system for CT shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in operation, or more frequently in accordance with the manufacturer's instructions.
 - 4.1.1 For greater certainty, if condition 4.1 applies, the instrumentation shall be checked and where necessary calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

5.0 Additional Sampling, Testing and Monitoring

Drinking Water Health and Non-Health Related Parameters

- 5.1 For each treatment subsystem or treatment subsystem component identified in column 1 of Tables 5 and 6 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

Table 5: Drinking Water Health Related Parameters			
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Table 6: Drinking Water Non-Health Related Parameters			
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Environmental Discharge Parameters

- 5.2** For each treatment subsystem or treatment subsystem component identified in column 1 of Table 7 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 using the sample type identified in column 3 at the sampling frequency listed in column 4 and at the monitoring location listed in column 5 of the same row.
- 5.3** For the purposes of Table 7:
- 5.3.1** Manual Composite means the mean of at least three grab samples taken during a discharge event, with one sample being taken immediately following the commencement of the discharge event, one sample being taken approximately at the mid-point of the discharge event and one sample being taken immediately before the end of the discharge event; and
- 5.3.2** Automated Composite means samples must be taken during a discharge event by an automated sampler at a minimum sampling frequency of once per hour.
- 5.4** Any sampling, testing and monitoring for the test parameter Total Suspended Solids shall be performed in accordance with the requirements set out in the publication "Standard Methods for the Examination of Water and Wastewater", 23rd Edition, 2017, or as amended from time to time by more recently published editions.

Table 7: Environmental Discharge Parameters

Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sample Type	Column 4 Sampling Frequency	Column 5 Monitoring Location
Sunsite Estates Water Treatment Plant	Total Suspended Solids	Manual Composite	Quarterly	Point of discharge to drainage ditch
Sunsite Estates Water Treatment Plant	Total Chlorine Residual	Grab	Quarterly	Point of discharge to drainage ditch

5.5 Pursuant to Condition 10 of Schedule B of this licence, the owner may undertake the following environmental discharges associated with the maintenance and/or repair of the drinking water system:

5.5.1 The discharge of potable water from a watermain to a road or storm sewer;

5.5.2 The discharge of potable water from a water storage facility or pumping station:

a) To a road or storm sewer; or

b) To a watercourse where the discharge has been dechlorinated and if necessary, sediment and erosion control measures have been implemented.

5.5.3 The discharge of dechlorinated non-potable water from a watermain, water storage facility or pumping station to a road or storm sewer;

5.5.4 The discharge of raw water from a groundwater well to the environment where if necessary, sediment and erosion control measures have been implemented; and

5.5.5 The discharge of raw water, potable water or non-potable water from a treatment subsystem to the environment where if necessary, the discharge has been dechlorinated and sediment and erosion control measures have been implemented.

5.5.6 The discharge of any excess water to a road, storm sewer or the environment, associated with the management of materials excavated as part of watermain construction or repair, where necessary sediment, erosion and environmental control measures have been implemented.

6.0 Studies Required

Harmful Algal Blooms

6.1 The owner shall develop and keep up to date a Harmful Algal Bloom monitoring, reporting and sampling plan, herein known as the "Plan", to be implemented when a potential harmful algal bloom is suspected or present. The owner shall have the Plan in place on or before February 10, 2022.

-
- 6.1.1 The owner must have a copy of the Plan available onsite at the drinking water system, for inspection upon request by Ministry staff.
- 6.1.2 The owner must implement the Plan annually during the harmful algal bloom season, during but not limited to the warm seasonal period between June 1 and October 31 each year, or as otherwise directed by the Ministry or the Medical Officer of Health.
- 6.1.3 The owner must train all relevant drinking water system staff on the Plan prior to the beginning of each warm season, as described in Condition 6.1.2.
- 6.2** For clarity, a Harmful Algal Bloom is considered suspected or occurring when:
- 6.2.1 the owner or operating authority has observed an algal bloom:
- a) near the shoreline at or near the source water intake(s) described in drinking water works permit # 254-201, or
 - b) where the intake has an Intake Protection Zone in a source protection plan, within IPZ-1, or
 - c) within a circle that has a radius, measured from the intake, equal to the distance from the intake to the farthest edge of IPZ-2.
- 6.2.2 microcystin has been detected in a raw or treated water sample; and/or,
- 6.2.3 the owner has received any form of notification related to an algal bloom from the Ministry, a Medical Officer of Health, or the public; or,
- 6.2.4 the presence of or identification of cyanobacteria has been determined through optical probes or other analytic techniques used by the drinking water system.
- 6.3** The Plan described in condition 6.1 must include, at a minimum:
- 6.3.1 details relating to visual monitoring for harmful algal blooms at or near the drinking water system intake(s),
- a) as described in drinking water works permit # 254-201, or
 - b) where the intake has an Intake Protection Zone in a source protection plan, within IPZ-1, or
 - c) within a circle that has a radius, measured from the intake, equal to the distance from the intake to the farthest edge of IPZ-2.
- 6.3.2 details relating to visual monitoring of shoreline; this is applicable to drinking water systems where the proximity of the intake(s) may be of concern.
- 6.3.3 details relating to reporting the observed or suspected harmful algal bloom, as described in section 6.2:
- a) to the Overall Responsible Operator(s) and/or Operator(s)-in-Charge if the blooms have been observed or suspected by a duty operator; the

Plan shall include wording that directs relevant drinking water staff to follow the instructions provided by the Overall Responsible Operator(s) or the Operator(s)-in-Charge;

- b) to the medical officer of health; and
 - c) to the local MECP representative and the Ministry's Spills Action Centre.,
- 6.3.4 a sampling plan, including the identification of sample location(s) and frequencies that at a minimum match those described in condition 6.4.
- 6.3.5 triggers that may increase the required sampling frequency;
- 6.3.6 up-to-date records that document staff training on the harmful algal bloom monitoring, reporting, and sampling procedures.
- 6.4** Any water samples collected under Condition 6.3.4 must be:
- 6.4.1 collected, at a minimum, once per week, or as otherwise directed by the Ministry or the medical officer of health;
 - 6.4.2 collected prior to any treatment, if the sample is taken from raw water;
 - 6.4.3 collected at the point of entry into the distribution system, if the sample is taken from treated water;
 - 6.4.4 collected from the shoreline by the drinking water system, if applicable based on Condition 6.3.1;
 - 6.4.5 submitted to a laboratory licensed to perform ELISA testing for total microcystin;
 - 6.4.6 repeatedly collected until 3 consecutive samples have shown non-detection of microcystin and the algal bloom is no longer suspected or visually observed.

7.0 Source Protection

- 7.1** The owner of the drinking water system shall implement risk management measures, as appropriate, to manage any potential threat to drinking water that results from the operation of the drinking water system.
- 7.2** The owner of the system shall notify the Director in writing within thirty (30) days of any approved changes to an applicable source protection plan that impact the assessed threat level of a fuel oil system identified in Schedule A of drinking water works permit.
- 7.3** The notification required in condition 7.2 shall include:
- 7.3.1 A description of the changes and their impact on the assessed threat level of the fuel oil system(s); and,

- 7.3.2 A timeline for re-assessing the threat level and providing the results of the assessment to the Director.

8.0 CT Calculations

- 8.1** On or before July 24, 2022, the owner shall submit to the Director the copy of the updated CT calculations including the following information:
 - 8.1.1 A drawing/sketch showing Chlorine Contact Tank configurations including tank dimensions (Length, Width, Height); location of high-lift pump suction pipes; inlet and outlet locations, chlorine injection and chlorine analyzer locations and flow path
 - 8.1.2 The baffling factor used in the CT calculations with justifications on how baffling factor was selected.
 - 8.1.3 The minimum depth required to achieve CT for worst case conditions and how the minimum depth is maintained in the chlorine contact tank.

Schedule D: Conditions for Relief from Regulatory Requirements

System Owner	The Corporation of the Township of Assinick
Licence Number	254-101
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Licence Effective Date	January 24, 2022

Effective January 24, 2022, no relief from regulatory requirements is authorized by the Director under section 46 of the SDWA in respect of the drinking water system.

Schedule E: Pathogen Log Removal/Inactivation Credits

System Owner	The Corporation of the Township of Assigniack
Licence Number	254-101
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Licence Effective Date	January 24, 2022

1.0 Primary Disinfection Pathogen Log Removal/Inactivation Credits

Sunsite Estates Water Supply Plant

Manitowaning Bay (SURFACE WATER)

Minimum Log Removal/ Inactivation Required	Cryptosporidium Oocysts	Giardia Cysts ^a	Viruses ^b
Sunsite Estates Water Supply Plant	2	3	4

- ^a At least 0.5 log inactivation of Giardia shall be achieved by the disinfection portion of the overall water treatment process.
- ^b At least 2 log inactivation of viruses shall be achieved by disinfection.

Log Removal/Inactivation Credits Assigned ^c	Cryptosporidium Oocysts	Giardia Cysts	Viruses
Microfiltration	2 ^d	3	0
Chlorination [CT: Chlorine Contact Tank]	-	0.5	4+

- ^c Log removal/inactivation credit assignment is based on each treatment process being fully operational and the applicable log removal/inactivation credit assignment criteria being met.
- ^d Applies only when the treatment process has been specifically tested and confirmed for the specified removal/inactivation of Cryptosporidium Oocysts or the removal of surrogate particles.

Treatment Component	Log Removal/Inactivation Credit Assignment Criteria
Microfiltration	<ol style="list-style-type: none"> Effective backwash procedures shall be maintained including filter-to-waste or an equivalent procedure to ensure that the effluent turbidity requirements are met at all times; Membrane integrity shall be monitored by continuous particle counting or by an equivalently effective means such as intermittent pressure decay measurements; Filtrate turbidity shall be continuously monitored; Performance criterion for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month shall be met for each filter train; and Membrane filtration process shall be specifically tested and confirmed by an independent testing agency or the approving Director for 2-log removal or inactivation of <i>Cryptosporidium</i> oocysts or removal of surrogate particles.
Chlorination	<ol style="list-style-type: none"> Sampling and testing for free chlorine residual shall be carried out by continuous monitoring equipment in the treatment process at or near a location where the intended contact time has just been completed in accordance with the Ministry's Procedure for Disinfection of Drinking Water in Ontario; and At all times, CT provided shall be greater than or equal to the CT required to achieve the log removal credits assigned.
Primary Disinfection Notes	

Appendix C



DRINKING WATER WORKS PERMIT

Permit Number: 254-201

Issue Number: 3

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, I hereby issue this drinking water works permit under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

The Corporation of the Township of Assigniack

156 Arthur St
Manitowaning, ON P0P 1N0

For the following municipal residential drinking water system:

Sunsite Estates Subdivision Drinking Water System

This drinking water works permit includes the following:

Schedule	Description
Schedule A	Drinking Water System Description
Schedule B	General
Schedule C	All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system
Schedule D	Process Flow Diagrams

Upon the effective date of this drinking water works permit #254-201, all previously issued versions of permit #254-201 are revoked and replaced by this permit.

DATED at TORONTO this 24th day of January, 2022

Signature

Aziz Ahmed, P.Eng.
Director
Part V, *Safe Drinking Water Act*, 2002

Schedule A: Drinking Water System Description

System Owner	The Corporation of the Township of Assinick
Permit Number	254-201
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Permit Effective Date	January 24, 2022

1.0 System Description

- 1.1 The following is a summary description of the works comprising the above drinking water system:

Overview

The **Sunsite Estates Drinking Water System** consists of one (1) drinking water treatment plant and approximately 2 kilometers of distribution watermain.

Sunsite Estates Water Supply Plant

Location and System Type

Street Address	15 Moggy Parkway, Assinick
UTM Coordinates	NAD 27, UTM Zone 17: 435000 m E., 5074200 m N
System Type	Surface water supply and treatment
Notes	

Surface Water Supply

Intake Facility

Description	Raw water intake system extending into Manitowaning Bay
Equipment	185 m long 150 mm diameter intake pipe and intake crib with screen extended from the low lift pumping station into approx. 140 m off shore
	A 12 mm diameter internal line for delivering chlorine solution at intake crib diffuser for zebra mussel control
	A 25 mm diameter internal line extending beyond the chlorine diffuser for raw water sampling
Notes	

Low Lift Works

Low Lift Pumping Station

Description	Low lift pumping station with a 1.5 m diameter wet well for delivering raw water
Discharge to	Water treatment plant through approx. 145 m long 75 mm diameter watermain
Equipment	One (1) submersible pump at 276 m ³ /day at 35 m TDH
	Two (2) metering pumps complete with storage tank for feeding chlorine solution for zebra mussel control at intake crib
Notes	

Membrane Filtration System

Membrane Filters

Description	Micro-filtration membranes
Equipment	Two (2) micro-filtration membranes trains each at 220 m ³ /day, each train consisting of six (6) modules with nominal membrane pore size of 0.1 microns and absolute pore size of 0.2 microns
	One (1) feed/backwash pump per filter
	One (1) backwash air supply system common to both
	One (1) backwash energy dissipation system common to both
Notes	

Membrane Cleaning System

Description	Membrane clean-in-place (CIP) system
Equipment	One (1) sodium hypochlorite manual pump and one (1) chemical storage tank for CIP cycles (manually added)
	One (1) citric acid manual pump for CIP cycles (manually added)
	One (1) sodium hydroxide metering pump and one (1) chemical storage tank for neutralization
	One (1) sodium bisulfite metering pump and one (1) chemical storage tank for dechlorination
	One (1) 795 L tank for neutralization
Notes	

Chemical Addition

Pre-treatment

Description	Chemical addition for pH adjustment
Feed Point	Upstream of the membrane filters
Equipment	Two (2) metering pumps (duty and standby)
	One (1) storage tank complete with a mixer and spill containment
Notes	

Coagulant

Description	Coagulation feed system
Feed Points	Upstream of the membrane filters
Equipment	Two (2) metering pumps (duty and standby)
	One (1) storage tank complete with a mixer and spill containment
Notes	

Chlorine

Description	Sodium hypochlorite solution for disinfection
Feed Points	Chlorine contact tank (pre-chlorination)
	High lift discharge header (post-chlorination)
Equipment	Pre-chlorination: two (2) metering pumps (duty and standby) complete with one (1) storage tank and spill containment
	Post-chlorination: two (2) metering pumps (duty and standby) complete with one (1) storage tank and spill containment
Notes	

Waste Residual Management System

Settling Tank

Description	One (1) baffled wastewater and sludge settling tank
Dimensions	24 m ³
Discharge to	Effluent to a nearby ditch discharging into Manitowaning Bay
	Sludge to be transported off site
Equipment	Two (2) submersible pumps for discharging effluent
Notes	

On-Site Storage

Chlorine Contact Tank

Description	One (1) baffled chlorine contact tank with overflow weir
Dimensions	18 m ³
Discharge to	Clearwells
Notes	

Clearwells and High Lift Pumps

Description	Two (2) baffled clearwells installed with high lift pumps
Dimensions	Total 93 m ³
Discharge to	Distribution system
Equipment	Three (3) submersible high lift pumps each at 259 m ³ /day at 65 m TDH
Notes	

Instrumentation and Control

SCADA System

SCADA System	A Plant SCADA System
Flow Measurement Locations	One (1) flowmeter on raw supply line
	One (1) flowmeter on treated header
Level Measurement Locations	One (1) level sensor located above clearwell
Process Analyzer Locations	One (1) chlorine analyzer at the contact tank
	One (1) pH meter on raw supply line
	Two (2) turbidity analyzers on filtrate effluent lines
	One (1) turbidity analyzer on raw supply line
Notes	

Emergency Power

Backup Power Supply

Description	One (1) standby liquid propane generator rated 60 kW
Fuel Storage	Propane fuel storage tank – 1000 liters
Notes	

Fuel Oil Systems**Fuel Storage Locations**

Location	Not Applicable
Description	Not Applicable
Fuel Type	Not Applicable
Source Protection Area	Not Applicable
Notes	

Watermains**1.2** Watermains within the distribution system comprise:

1.2.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

Table 1: Watermains	
Column 1 Document or File Name	Column 2 Date
Sunsite Estates Distribution - May 28, 2021.pdf	May 28, 2021

1.2.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

1.2.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

Schedule B: General

System Owner	The Corporation of the Township of Assigniack
Permit Number	254-201
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Permit Effective Date	January 24, 2022

1.0 Applicability

- 1.1 In addition to any other applicable legal requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence #254-101.
- 1.2 The definitions and conditions of licence #254-101 are incorporated into this permit and also apply to this drinking water system.

2.0 Alterations to the Drinking Water System

- 2.1 Any document issued by the Director to be incorporated into Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance with the applicable conditions of this drinking water works permit and licence #254-101.
- 2.2 All documents issued by the Director as described in condition 2.1 shall form part of this drinking water works permit.
- 2.3 All parts of the drinking water system in contact with drinking water that are added, modified, replaced, extended shall be disinfected in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:
 - a) Until July 23, 2022 the ministry's Watermain Disinfection Procedure, dated November 2015. As of July 24, 2022 the ministry's Watermain Disinfection Procedure, dated August 1, 2020;
 - b) Subject to condition 2.3.2, any updated version of the ministry's Watermain Disinfection Procedure;
 - c) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;
 - d) AWWA C653 – Standard for Disinfection of Water Treatment Plants; and
 - e) AWWA C654 – Standard for Disinfection of Wells.
- 2.3.1 For greater clarity, where an activity has occurred that could introduce contamination, including but not limited to repair, maintenance, or physical / video inspection, all equipment that may come in contact with the drinking water system shall be disinfected in accordance with the requirements of condition 2.3. above.
- 2.3.2 Updated requirements described in condition 2.3 b) are effective six months from the date of publication of the updated Watermain Disinfection Procedure.

- 2.4 The owner shall notify the Director in writing within thirty (30) days of the placing into service or the completion of any addition, modification, replacement, removal or extension of the drinking water system which had been authorized through:
- 2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;
 - 2.4.2 Any document to be incorporated in Schedule C to this drinking water works permit respecting works other than watermains; or
 - 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.
- 2.5 The notification required in condition 2.4 shall be submitted using the "Director Notification Form" published by the Ministry.
- 2.6 For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement, removal or extension in respect of the drinking water system which:
- 2.6.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
 - 2.6.2 Constitutes maintenance or repair of the drinking water system; or
 - 2.6.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
- 2.7 The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
- 2.8 For greater certainty, the owner may only carry out alterations to the drinking water system in accordance with this drinking water works permit after having satisfied other applicable legal obligations, including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act*, 2001 and *Greenbelt Act*, 2005.

3.0 Watermain Additions, Modifications, Replacements and Extensions

- 3.1 The owner may alter the drinking water system, or permit it to be altered by a person acting on the owner's behalf, by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
- 3.1.1 The design of the watermain addition, modification, replacement or extension:
 - a) Has been prepared by a licensed engineering practitioner;
 - b) Has been designed only to transmit water and has not been designed to treat water;

- c) Satisfies the design criteria set out in the Ministry publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – June 2012", as amended from time to time; and
 - d) Is consistent with or otherwise addresses the design objectives contained within the Ministry publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.
- 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.
- 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
- 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
- 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
- 3.1.6 The owner of the drinking water system consents in writing to the watermain addition, modification, replacement or extension.
- 3.1.7 A licensed engineering practitioner has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
- 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- 3.2 The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
 - 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
 - 3.2.2 Has a nominal diameter greater than 600 mm;
 - 3.2.3 Results in the fragmentation of the drinking water system; or
 - 3.2.4 Connects to another drinking water system, unless:
 - a) Prior to construction, the owner of the drinking water system seeking the connection obtains written consent from the owner or owner's delegate of the drinking water system being connected to; and

- b) The owner of the drinking water system seeking the connection retains a copy of the written consent from the owner or owner's delegate of the drinking water system being connected to as part of the record that is recorded and retained under condition 3.3.
- 3.3 The verifications required in conditions 3.1.7 and 3.1.8 shall be:
 - 3.3.1 Recorded on "Form 1 – Record of Watermains Authorized as a Future Alteration", as published by the Ministry, prior to the watermain addition, modification, replacement or extension being placed into service; and
 - 3.3.2 Retained for a period of ten (10) years by the owner.
- 3.4 For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
 - 3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 3.4.2 Constitutes maintenance or repair of the drinking water system.
- 3.5 The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.
- 3.6 The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.
- 3.7 Despite clause (a) of condition 3.1.1 and condition 3.1.7, with respect to the replacement of an existing watermain or section of watermain that is 6.1 meters in length or less, if a licensed engineering practitioner has:
 - 3.7.1 inspected the replacement prior to it being put into service;
 - 3.7.2 prepared a report confirming that the replacement satisfies clauses (b), (c) and (d) of condition 3.1.1 (i.e. "Form 1 – Record of Watermains Authorized by a Future Alteration" (Form 1), Part 3, items No. 2, 3 and 4); and
 - 3.7.3 appended the report referred to in condition 3.7.2 to the completed Form 1,

the replacement is exempt from the requirements that the design of the replacement be prepared by a licensed engineering practitioner and that a licensed engineering practitioner verify on Form 1, Part 3, item No. 1 that a licensed engineering practitioner prepared the design of the replacement.
- 3.8 For greater certainty, the exemption in condition 3.7 does not apply to the replacement of an existing watermain or section of watermain if two or more sections of pipe, each of which is 6.1 meters in length or less, are joined together, if the total length of replacement pipes joined together is greater than 6.1 meters.

4.0 Minor Modifications to the Drinking Water System

- 4.1 The drinking water system may be altered by adding, modifying or replacing the following components in the drinking water system:
- 4.1.1 Coagulant feed systems in the treatment system, including the location and number of dosing points:
 - a) Prior to making any alteration to the drinking water system under condition 4.1.1, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
 - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.1.1 and shall provide the Director with a copy of the review.
 - c) The notification required in condition 4.1.1 b) shall be submitted using the "Director Notification Form" published by the Ministry
 - 4.1.2 Instrumentation and controls, including new SCADA systems and upgrades to SCADA system hardware;
 - 4.1.3 SCADA system software or programming that:
 - a) Measures, monitors or reports on a regulated parameter;
 - b) Measures, monitor or reports on a parameter that is used to calculate CT; or,
 - c) Calculates CT for the system or is part of the process algorithm that calculates log removal, where the impacts of addition, modification or replacement have been reviewed by a licensed engineering practitioner;
 - 4.1.4 Filter media, backwashing equipment, filter troughs, and under-drains and associated equipment in the treatment system;
 - 4.1.5 Spill containment works; or,
 - 4.1.6 Coarse screens and fine screens
- 4.2 The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
- 4.2.1 Treated water pumps, pressure tanks, and associated equipment;
 - 4.2.2 Raw water pumps and process pumps in the treatment system;
 - 4.2.3 Inline booster pumping stations that are not associated with distribution system storage facilities and are on a watermain with a nominal diameter not exceeding 200 mm;
 - 4.2.4 Re-circulation devices within distribution system storage facilities;
 - 4.2.5 In-line mixing equipment;

- 4.2.6 Chemical metering pumps and chemical handling pumps;
 - 4.2.7 Chemical storage tanks (excluding fuel storage tanks) and associated equipment; or,
 - 4.2.8 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry.
 - 4.2.9 Chemical injection points;
 - 4.2.10 Valves.
- 4.3 The drinking water system may be altered by replacing the following:
- 4.3.1 Raw water piping, treatment process piping or treated water piping within the treatment subsystem;
 - 4.3.2 Measuring and monitoring devices that are required by regulation, by a condition in the Drinking Water Works Permit or by a condition otherwise imposed by the Ministry.
 - 4.3.3 Coagulants and pH adjustment chemicals, where the replacement chemicals perform the same function;
 - a) Prior to making any alteration to the drinking water system under condition 4.3.3, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
 - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.3.3 and shall provide the Director with a copy of the review.
 - c) The notification required in condition 4.3.3 b) shall be submitted using the "Director Notification Form" published by the Ministry.
- 4.4 Any alteration of the drinking water system made under conditions 4.1, 4.2 or 4.3 shall not result in:
- 4.4.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
 - 4.4.2 The bypassing or removal of any unit process within a treatment subsystem;
 - 4.4.3 The addition of any new unit process other than coagulation within a treatment subsystem;
 - 4.4.4 A deterioration in the quality of drinking water provided to consumers;

- 4.4.5 A reduction in the reliability or redundancy of any component of the drinking water system;
 - 4.4.6 A negative impact on the ability to undertake compliance and other monitoring necessary for the operation of the drinking water system; or
 - 4.4.7 An adverse effect on the environment.
- 4.5 The owner shall verify in writing that any addition, modification, replacement or removal of drinking water system components in accordance with conditions 4.1, 4.2 or 4.3 has met the requirements of the conditions listed in condition 4.4.
- 4.6 The verifications and documentation required in condition 4.5 shall be:
- 4.6.1 Recorded on "Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System" published by the Ministry, prior to the modified or replaced components being placed into service; and
 - 4.6.2 Retained for a period of ten (10) years by the owner.
- 4.7 For greater certainty, the verification requirements set out in conditions 4.5 and 4.6 do not apply to any addition, modification, replacement or removal in respect of the drinking water system which:
- 4.7.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 4.7.2 Constitutes maintenance or repair of the drinking water system, including software changes to a SCADA system that are not listed in condition 4.1.3
- 4.8 The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

5.0 Equipment with Emissions to the Air

- 5.1 The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the air:
- 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
 - 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
 - 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
 - 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;

- 5.1.5 Maintenance welding stations;
 - 5.1.6 Minor painting operations used for maintenance purposes;
 - 5.1.7 Parts washers for maintenance shops;
 - 5.1.8 Emergency chlorine and ammonia gas scrubbers and absorbers;
 - 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
 - 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
 - 5.1.11 Venting for an ozone treatment unit;
 - 5.1.12 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; or
 - 5.1.13 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- 5.2 The owner shall not make an addition, modification, or replacement described in condition 5.1 in relation to an activity that is not related to the treatment and/or distribution of drinking water.
- 5.3 The emergency generators identified in condition 5.1.13 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.
- 5.4 The owner shall prepare an emission summary table for nitrogen oxides emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.

Performance Limits

- 5.5 The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.13 is operated at all times to comply with the following limits:
- 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
 - 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive receptors shall not exceed the applicable point of impingement limit, and at non-sensitive receptors shall not exceed the Ministry half-hourly screening level of 1880 ug/m³ as amended; and
 - 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-300, as applicable.

- 5.6 The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- 5.7 The owner shall document how compliance with the performance limits outlined in condition 5.5.3 is being achieved, through noise abatement equipment and/or operational procedures.
- 5.8 The verifications and documentation required in conditions 5.6 and 5.7 shall be:
- 5.8.1 Recorded on "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere", as published by the Ministry, prior to the additional, modified or replacement equipment being placed into service; and
- 5.8.2 Retained for a period of ten (10) years by the owner.
- 5.9 For greater certainty, the verification and documentation requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:
- 5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
- 5.9.2 Constitutes maintenance or repair of the drinking water system.
- 5.10 The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

6.0 Previously Approved Works

- 6.1 The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:
- 6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification, replacement or extension and operation of that part of the municipal drinking water system;
- 6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and
- 6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

7.0 System-Specific Conditions

- 7.1 Not Applicable

8.0 Source Protection

- 8.1 Not Applicable

Schedule C: Authorization to Alter the Drinking Water System

System Owner	The Corporation of the Township of Assigniack
Permit Number	254-201
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Permit Effective Date	January 24, 2022

1.0 General

1.1 Table 2 provides a reference list of all documents to be incorporated into Schedule C that have been issued as of the date that this permit was issued.

1.1.1 Table 2 is not intended to be a comprehensive list of all documents that are part of Schedule C. For clarity, any document issued by the Director to be incorporated into Schedule C after this permit has been issued is considered part of this drinking water works permit.

Table 2: Schedule C Documents				
Column 1 Issue #	Column 2 Issued Date	Column 3 Description	Column 4 Status	Column 5 DN#
1	September 13, 2011	Installation of Granular Activated Carbon filters	Archived	Not Applicable
2	August 20, 2018	Use ultra-filtration to replace the existing micro-filtration	Archived	1

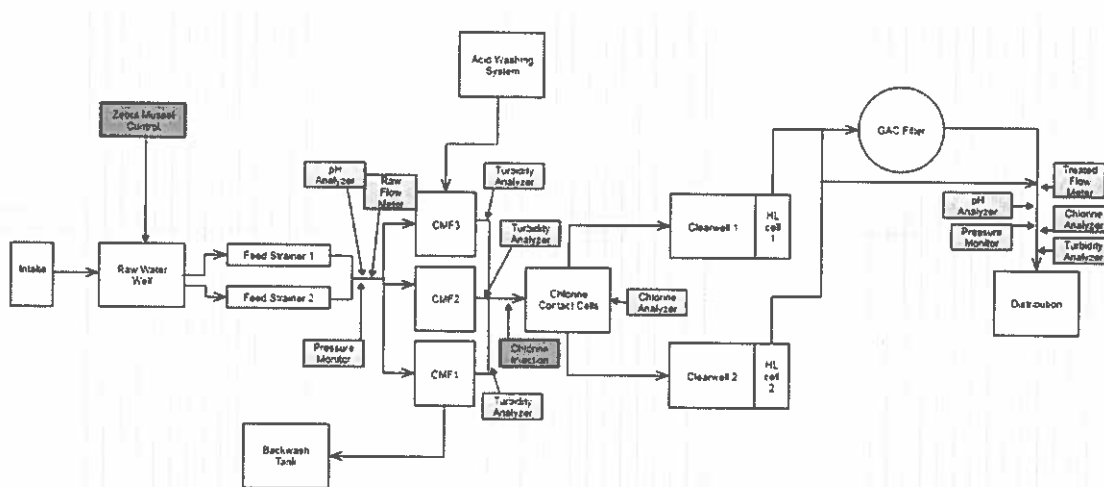
1.2 For each document described in columns 1, 2 and 3 of Table 2, the status of the document is indicated in column 4. Where this status is listed as 'Archived', the approved alterations have been completed and relevant portions of this permit have been updated to reflect the altered works. These 'Archived' Schedule C documents remain as a record of the alterations.

Schedule D: Process Flow Diagrams

System Owner	The Corporation of the Township of Assiginack
Permit Number	254-201
Drinking Water System Name	Sunsite Estates Subdivision Drinking Water System
Permit Effective Date	January 24, 2022

1.0 Process Flow Diagrams

Sunshine Estates Water Treatment Plant



[Source: Assiginack Operational Plan 2020, August 15, 2018]

Note: this process flow diagram is for reference only, and represents a high level overview of the system as of August 15, 2018.

Appendix D

PERMIT TO TAKE WATER
Surface Water
NUMBER 7151-ABEK4P

Pursuant to Section 34.1 of the Ontario Water Resources Act, R.S.O. 1990 this Permit To Take Water is hereby issued to:

The Corporation of the Township of Assiginack
25B Spragge St
Manitowaning, Ontario, P0P 1N0
Canada

For the water taking from: 1). Lake Huron

Located at: Lot 24, Concession 6, Geographic Township of Sheguiandah
Assiginack, District of Manitoulin

For the purposes of this Permit, and the terms and conditions specified below, the following definitions apply:

DEFINITIONS

- (a) "Director" means any person appointed in writing as a Director pursuant to section 5 of the OWRA for the purposes of section 34.1, OWRA.
- (b) "Provincial Officer" means any person designated in writing by the Minister as a Provincial Officer pursuant to section 5 of the OWRA.
- (c) "Ministry" means Ontario Ministry of the Environment and Climate Change.
- (d) "District Office" means the Sudbury, SHEGUIANDAH District Office.
- (e) "Permit" means this Permit to Take Water No. 7151-ABEK4P including its Schedules, if any, issued in accordance with Section 34.1 of the OWRA.
- (f) "Permit Holder" means The Corporation of the Township of Assiginack.
- (g) "OWRA " means the *Ontario Water Resources Act*, R.S.O. 1990, c. O. 40, as amended.

You are hereby notified that this Permit is issued subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. Compliance with Permit

- 1.1 Except where modified by this Permit, the water taking shall be in accordance with the application for this Permit To Take Water, dated April 27, 2016 and signed by Alton Hobbs, and all Schedules included in this Permit.
- 1.2 The Permit Holder shall ensure that any person authorized by the Permit Holder to take water under this Permit is provided with a copy of this Permit and shall take all reasonable measures to ensure that any such person complies with the conditions of this Permit.
- 1.3 Any person authorized by the Permit Holder to take water under this Permit shall comply with the conditions of this Permit.
- 1.4 This Permit is not transferable to another person.
- 1.5 This Permit provides the Permit Holder with permission to take water in accordance with the conditions of this Permit, up to the date of the expiry of this Permit. This Permit does not constitute a legal right, vested or otherwise, to a water allocation, and the issuance of this Permit does not guarantee that, upon its expiry, it will be renewed.
- 1.6 The Permit Holder shall keep this Permit available at all times at or near the site of the taking, and shall produce this Permit immediately for inspection by a Provincial Officer upon his or her request.
- 1.7 The Permit Holder shall report any changes of address to the Director within thirty days of any such change. The Permit Holder shall report any change of ownership of the property for which this Permit is issued within thirty days of any such change. A change in ownership in the property shall cause this Permit to be cancelled.

2. General Conditions and Interpretation

2.1 Inspections

The Permit Holder must forthwith, upon presentation of credentials, permit a Provincial Officer to carry out any and all inspections authorized by the OWRA, the *Environmental Protection Act*, R.S.O. 1990, the *Pesticides Act*, R.S.O. 1990, or the *Safe Drinking Water Act*, S. O. 2002.

2.2 Other Approvals

The issuance of, and compliance with this Permit, does not:

- (a) relieve the Permit Holder or any other person from any obligation to comply with any other

applicable legal requirements, including the provisions of the *Ontario Water Resources Act* , and the *Environmental Protection Act* , and any regulations made thereunder; or

(b) limit in any way any authority of the Ministry, a Director, or a Provincial Officer, including the authority to require certain steps be taken or to require the Permit Holder to furnish any further information related to this Permit.

2.2.1 Prior to the taking of any water under the authorization of this Permit, the Permit Holder shall ensure compliance with the *Safe Drinking Water Act*, S.O. 2002 and its regulations. At no time does this permit authorize the taking of water when out of compliance with the *Safe Drinking Water Act*, S.O. 2002 and its regulations.

2.3 Information

The receipt of any information by the Ministry, the failure of the Ministry to take any action or require any person to take any action in relation to the information, or the failure of a Provincial Officer to prosecute any person in relation to the information, shall not be construed as:

(a) an approval, waiver or justification by the Ministry of any act or omission of any person that contravenes this Permit or other legal requirement; or

(b) acceptance by the Ministry of the information's completeness or accuracy.

2.4 Rights of Action

The issuance of, and compliance with this Permit shall not be construed as precluding or limiting any legal claims or rights of action that any person, including the Crown in right of Ontario or any agency thereof, has or may have against the Permit Holder, its officers, employees, agents, and contractors.

2.5 Severability

The requirements of this Permit are severable. If any requirements of this Permit, or the application of any requirements of this Permit to any circumstance, is held invalid or unenforceable, the application of such requirements to other circumstances and the remainder of this Permit shall not be affected thereby.

2.6 Conflicts

Where there is a conflict between a provision of any submitted document referred to in this Permit, including its Schedules, and the conditions of this Permit, the conditions in this Permit shall take precedence.

3. Water Takings Authorized by This Permit

3.1 Expiry

This Permit expires on **July 14, 2026**. No water shall be taken under authority of this Permit after the expiry date.

3.2 Amounts of Taking Permitted

The Permit Holder shall only take water from the source, during the periods and at the rates and amounts of taking specified in Table A. Water takings are authorized only for the purposes specified in Table A.

Table A

	Source Name / Description:	Source Type:	Taking Specific Purpose:	Taking Major Category:	Max. Taken per Minute (litres):	Max. Num. of Hrs Taken per Day:	Max. Taken per Day (litres):	Max. Num. of Days Taken per Year:	Zone/ Easting/ Northing:
1	Lake Huron	Lake	Communal	Water Supply	379	24	276,480	365	17 435400 5074000
						Total Taking:	276,480		

4. Monitoring

- 4.1 The Permit Holder shall, on each day water is taken under the authorization of this Permit, record the date, the volume of water taken on that date and the rate at which it was taken. The daily volume of water taken shall be measured by a flow meter or calculated in accordance with the method described in the application for this Permit or as otherwise accepted by the Director. A separate record shall be maintained for each source. The Permit Holder shall keep all records required by this condition current and available at or near the site of the taking and shall produce the records immediately for inspection by a Provincial Officer upon his or her request. The Permit Holder, unless otherwise required by the Director, shall submit, on or before March 31st in every year, the daily water taking data collected and recorded for the previous year to the ministry's Water Taking Reporting System.

5. Impacts of the Water Taking

5.1 Notification

The Permit Holder shall immediately notify the local District Office of any complaint arising from the taking of water authorized under this Permit and shall report any action which has been taken or is proposed with regard to such complaint. The Permit Holder shall immediately notify the local District Office if the taking of water is observed to have any significant impact on the surrounding waters. After hours, calls shall be directed to the Ministry's Spills Action Centre at 1-800-268-6060.

5.2 For Surface-Water Takings

The taking of water (including the taking of water into storage and the subsequent or simultaneous withdrawal from storage) shall be carried out in such a manner that streamflow is not stopped and is not reduced to a rate that will cause interference with downstream uses of water or with the natural functions of the stream.

6. Director May Amend Permit

The Director may amend this Permit by letter requiring the Permit Holder to suspend or reduce the taking to an amount or threshold specified by the Director in the letter. The suspension or reduction in taking shall be effective immediately and may be revoked at any time upon notification by the Director. This condition does not affect your right to appeal the suspension or reduction in taking to the Environmental Review Tribunal under the *Ontario Water Resources Act*, Section 100 (4).

The reasons for the imposition of these terms and conditions are as follows:

1. Condition 1 is included to ensure that the conditions in this Permit are complied with and can be enforced.
2. Condition 2 is included to clarify the legal interpretation of aspects of this Permit.
3. Conditions 3 through 6 are included to protect the quality of the natural environment so as to safeguard the ecosystem and human health and foster efficient use and conservation of waters. These conditions allow for the beneficial use of waters while ensuring the fair sharing, conservation and sustainable use of the waters of Ontario. The conditions also specify the water takings that are authorized by this Permit and the scope of this Permit.

In accordance with Section 100 of the Ontario Water Resources Act, R.S.O. 1990, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 101 of the Ontario Water Resources Act, R.S.O. 1990, as amended, provides that the Notice requiring the hearing shall state:

1. The portions of the Permit or each term or condition in the Permit in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

In addition to these legal requirements, the Notice should also include:

- a. The name of the appellant;
- b. The address of the appellant;
- c. The Permit to Take Water number;
- d. The date of the Permit to Take Water;
- e. The name of the Director;
- f. The municipality within which the works are located;

This notice must be served upon:

*The Secretary
Environmental Review Tribunal
655 Bay Street, 15th Floor
Toronto ON
M5G 1E5
Fax: (416) 326-5370
Email: ERTTribunalsecretary@ontario.ca*

AND

*The Director, Section 34.1, Ministry of the
Environment and Climate Change
331-435 James St S
Thunder Bay ON P7E 6S7
Fax: (807) 475-1754*

Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal:

by Telephone at
(416) 212-6349
Toll Free 1(866) 448-2248

by Fax at
(416) 326-5370
Toll Free 1(844) 213-3474

by e-mail at
www.ert.gov.on.ca

This Permit cancels and replaces Permit Number 3842-8UZHV6, issued on 2012/06/15.

Dated at Thunder Bay this 14th day of July, 2016.



Carrie Hutchison
Director, Section 34.1
Ontario Water Resources Act, R.S.O. 1990

Schedule A

This Schedule "A" forms part of Permit To Take Water 7151-ABEK4P, dated July 14, 2016.

Appendix E

Sunsite Estates Drinking Water System Components

Site (Name): SOURCE WATER

Type: Source **Sub Type:** Surface Water

Comments:

The Sunsite Estates Water Treatment Plant intake lies in Manitowaning Bay, just off the North Channel of Georgian Bay in Lake Huron. Raw water has been characterized as typical Lake Huron/Georgian Bay water, which is low in colour and turbidity.

The Drinking Water Works Permit indicates the intake is 185 m long, 150 mm in diameter with a flared elbow intake inside a cribbed structure. A zebra mussel chlorine injection line with chemical diffuser has been installed at the intake screen along with a raw water sampling line (25 mm in diameter). Water is gravity fed to the low lift pumping station.

A low lift pump and the zebra mussel control system are located in the low lift pump station. A 75mm diameter raw water line runs from the low lift station to the plant (approximately 145 metres).

Site (Name): TREATED WATER

Type: Treated Water **POE Sub Type:** Treatment Facility

Comments:

The Class 2 membrane filtration water treatment plant has been operational since June 20, 2007. The system has been operated by Ontario Clean Water Agency (OCWA) since October 2007.

Pre-treatment includes straining and addition of pH adjustment (if necessary). To date, PH adjustment is not necessary at this plant.

Treatment includes Evoqua skid mounted membrane filtration units (2 trains, each can be isolated for maintenance) followed by pre chlorination in baffled contact cells beside the facility. GAC filters, included in DWWP/MDWL, to be used when taste and odour are problematic, and may be installed in the future.

Post chlorination injection is available (injection at header - just prior to discharge) at the plant but is not required.

Membranes in use are rated as ultrafiltration with associated pore sizes of 0.04 microns. Two below ground clear wells located adjacent to the plant provide a total storage volume of 93 cubic metres. The membrane cleaning process involves backwash cycles using low pressure blower air introduced at the bottom of and distributed throughout modules. Clean in Place (CIP) cycles occur as necessary and include treatment with sodium hypochlorite which assists in removal of organics and citric acid for the removal of inorganics. Neutralization of CIP effluent occurs using "Captor" which is a calcium thiosulfate solution or caustic soda. CIP analyzer determines ORP on wastewater prior to discharge. Backwash reservoir waste and neutralized wastewater are discharged to a nearby ditch and on to Manitowaning Bay.

The operating system (SCADA) in use includes control features at site and in nearby Manitowaning. On site there is a panel display and a datalogger.

Site (Name): DISTRIBUTION

Type: Other **Sub Type:** Class I

Comments:

This distribution system, commissioned in 1973, is a Class 1 system servicing approximately 65 permanent and seasonal residents.

This distribution system serves approximately 64 lots, 42 of which include buildings. Many of these locations are seasonal cottages. This small distribution system has two dead end locations, 2 x 1.5 inch blowoffs and a half inch goose neck pipe (formerly allowed to flow continuously but now with a curb stop, this site is used for sampling). The system is constructed of PVC pipes. No hydrants are connected nor are there private lines connected to the system.

Metering is not in place on water services.

An outside tap is located at water plant but is purely used by operator and is thus valved off inside the plant.

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

Ranges: **From:** **To:** **From:** **To:**
Vendor ID First Last Chequebook ID First Last
Vendor Name First Last Cheque Number 0033352 0033387
Cheque Date First Last

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0033352	Date:	2023-08-14	Vendor:	ARMTEC LIMITED PARTNERSHIP	Amount:	\$32,279.95
InvNo:	6-309783	InvDesc:	pipe for ditch (track icip gr)	InvAmt:	\$32,279.95		
ChqNo:	0033353	Date:	2023-08-14	Vendor:	BELL CANADA	Amount:	\$19.94
InvNo:	2023 08 01	InvDesc:	toll free line	InvAmt:	\$19.94		
ChqNo:	0033354	Date:	2023-08-14	Vendor:	COMPUTREK	Amount:	\$941.66
InvNo:	28073	InvDesc:	august remote server mgmt	InvAmt:	\$867.42		
InvNo:	28029	InvDesc:	offsite backup storage	InvAmt:	\$74.24		
ChqNo:	0033355	Date:	2023-08-14	Vendor:	C. PEARSON & SON EXCAVATION & HAULAGE	Amount:	\$31,106.08
InvNo:	6497	InvDesc:	ditching & lagoon	InvAmt:	\$31,106.08		
ChqNo:	0033356	Date:	2023-08-14	Vendor:	EASTLINK	Amount:	\$2,001.99
InvNo:	20411936	InvDesc:	consolidated tel billing	InvAmt:	\$2,001.99		
ChqNo:	0033357	Date:	2023-08-14	Vendor:	G. STEPHEN WATT, BARRISTER	Amount:	\$514.15
InvNo:	4105	InvDesc:	general legal	InvAmt:	\$514.15		
ChqNo:	0033358	Date:	2023-08-14	Vendor:	ENTANDEM	Amount:	\$62.74
InvNo:	337943	InvDesc:	arena-socan lic	InvAmt:	\$62.74		
ChqNo:	0033359	Date:	2023-08-14	Vendor:	GERRY STRONG	Amount:	\$234.62
InvNo:	AUG 14 2023	InvDesc:	bldg insp mileage	InvAmt:	\$234.62		
ChqNo:	0033360	Date:	2023-08-14	Vendor:	GFL ENVIRONMENTAL INC 2019	Amount:	\$7,731.12
InvNo:	G00000028532	InvDesc:	july recycling transport	InvAmt:	\$7,731.12		
ChqNo:	0033361	Date:	2023-08-14	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$8,045.29
InvNo:	JULY 28 2023 LAGOON	InvDesc:	lagoon	InvAmt:	\$5,107.10		
InvNo:	JULY 27 2023 LITES	InvDesc:	street lites	InvAmt:	\$735.17		
InvNo:	AUG 2 2023 ICE PLNT	InvDesc:	arena-ice plant (actual readin	InvAmt:	\$1,110.47		
InvNo:	AUG 2 2023 PW	InvDesc:	pw	InvAmt:	\$347.79		
InvNo:	AUG 2 2023 NORISLE	InvDesc:	norisle heritage park	InvAmt:	\$130.38		
InvNo:	AUG 10 2023 SCHLHSE	InvDesc:	clvr valley schoolhouse	InvAmt:	\$31.20		
InvNo:	AUG 8 2023 OFFICE	InvDesc:	mun.office	InvAmt:	\$583.18		
ChqNo:	0033362	Date:	2023-08-14	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$1,439.93
InvNo:	0277650	InvDesc:	hacksaw & blades	InvAmt:	\$39.73		
InvNo:	0277607	InvDesc:	markers/coffee	InvAmt:	\$72.15		
InvNo:	0277497	InvDesc:	abs fittings (wtr truck)	InvAmt:	\$20.64		
InvNo:	0276371	InvDesc:	propane/coupling	InvAmt:	\$16.58		

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: 0276310	InvDesc: white wire/foam (ball shed)	InvAmt: \$52.53
InvNo: 0276247	InvDesc: lumber (ball shed)	InvAmt: \$111.28
InvNo: 0276208	InvDesc: deck screws (ball shed)	InvAmt: \$39.54
InvNo: 0276142	InvDesc: hose connector	InvAmt: \$7.56
InvNo: 0275941	InvDesc: rake	InvAmt: \$24.85
InvNo: 0272629	InvDesc: bolts (marina)	InvAmt: \$24.82
InvNo: 0272457	InvDesc: chain & lock (landfill)	InvAmt: \$71.17
InvNo: 0271758	InvDesc: string line	InvAmt: \$61.00
InvNo: 0271736	InvDesc: marking powder (track)	InvAmt: \$122.00
InvNo: 0271542	InvDesc: bug spray	InvAmt: \$28.24
InvNo: 0271614	InvDesc: lag bolts (marina)	InvAmt: \$52.32
InvNo: 0271622	InvDesc: concrete bolts (marina)	InvAmt: \$7.90
InvNo: 0271509	InvDesc: drill bits	InvAmt: \$12.42
InvNo: 0271367	InvDesc: water line (marina)	InvAmt: \$126.84
InvNo: 0271247	InvDesc: tap/teflon (marina)	InvAmt: \$11.05
InvNo: 0271074	InvDesc: fittings (marina)	InvAmt: \$76.25
InvNo: 0271240	InvDesc: rope/fittings (marina)	InvAmt: \$159.02
InvNo: 0276218	InvDesc: ofice-broom	InvAmt: \$18.07
InvNo: 0276219	InvDesc: lib bldg-batteries/toilet brus	InvAmt: \$23.71
InvNo: 0276220	InvDesc: po-g.bags	InvAmt: \$44.06
InvNo: 0276651	InvDesc: marina-fittings	InvAmt: \$5.19
InvNo: 0276926	InvDesc: pavillion-lights/tarp	InvAmt: \$62.13
InvNo: 0276950	InvDesc: pavillion-stapler/staples/lite	InvAmt: \$48.56
InvNo: 0277220	InvDesc: fd-insecticide	InvAmt: \$10.59
InvNo: 0277478	InvDesc: fd-storage totes	InvAmt: \$29.36
InvNo: 0277842	InvDesc: po-toilet lever	InvAmt: \$11.29
InvNo: 0278202	InvDesc: arena-cleaning supplies	InvAmt: \$79.58

ChqNo: 0033363	Date: 2023-08-14	Vendor: MANITOULIN EXPOSITOR	Amount: \$3,291.26
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InvNo: 117704	InvDesc: tax sale advertisements	InvAmt: \$2,928.01
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InvNo: 117678	InvDesc: pec/arena-advert	InvAmt: \$363.25
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ChqNo: 0033364	Date: 2023-08-14	Vendor: MANITOWANING FRESHMART	Amount: \$57.71
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The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

InvNo: 00189589	InvDesc: pw-css of water	InvAmt: \$20.97
InvNo: 00048061	InvDesc: pw-css of water	InvAmt: \$27.96
InvNo: 00196627	InvDesc: admin-tea	InvAmt: \$4.79
InvNo: 00197167	InvDesc: admin-water refill	InvAmt: \$3.99

ChqNo:	0033365	Date:	2023-08-14	Vendor:	MCDUGALL FUELS	Amount:	\$501.92
InvNo:	6653294	InvDesc:	lib-service call	InvAmt:	\$501.92		
ChqNo:	0033366	Date:	2023-08-14	Vendor:	MIKE VAREY EXCAVATING & EQUIPMENT	Amount:	\$165,298.52
InvNo:	INV-0589	InvDesc:	gravel 2023	InvAmt:	\$165,298.52		
ChqNo:	0033367	Date:	2023-08-14	Vendor:	MINISTER OF FINANCE	Amount:	\$339.00
InvNo:	3237	InvDesc:	tax sale adv (ont.gazette)	InvAmt:	\$339.00		
ChqNo:	0033368	Date:	2023-08-14	Vendor:	NEW NORTH FUELS INC	Amount:	\$2,444.64
InvNo:	660355	InvDesc:	pw-diesel	InvAmt:	\$1,368.90		
InvNo:	660351	InvDesc:	pw-dyed diesel	InvAmt:	\$1,075.74		
ChqNo:	0033369	Date:	2023-08-14	Vendor:	NORTHERN 911	Amount:	\$460.62
InvNo:	21216-08012023	InvDesc:	august 911 dispatch	InvAmt:	\$460.62		
ChqNo:	0033370	Date:	2023-08-14	Vendor:	PAUL METHNER	Amount:	\$1,100.00
InvNo:	#2023-07-30	InvDesc:	july animal control	InvAmt:	\$1,100.00		
ChqNo:	0033371	Date:	2023-08-14	Vendor:	PERRY NEWMAN	Amount:	\$617.44
InvNo:	AUG 14 2023	InvDesc:	bylaw mileage	InvAmt:	\$617.44		
ChqNo:	0033372	Date:	2023-08-14	Vendor:	PITNEY WORKS	Amount:	\$2,280.60
InvNo:	AUG 3 2023	InvDesc:	postage meter refill	InvAmt:	\$2,280.60		
ChqNo:	0033373	Date:	2023-08-14	Vendor:	RECEIVER GENERAL	Amount:	\$39,397.01
InvNo:	JULY 2023	InvDesc:	july source deductions	InvAmt:	\$39,397.01		
ChqNo:	0033374	Date:	2023-08-14	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$89.27
InvNo:	45164852	InvDesc:	arena-rental contract	InvAmt:	\$89.27		
ChqNo:	0033375	Date:	2023-08-14	Vendor:	SIMALAM	Amount:	\$508.50
InvNo:	1501	InvDesc:	website maintenance	InvAmt:	\$508.50		
ChqNo:	0033376	Date:	2023-08-14	Vendor:	ASSIGINACK PUBLIC SCHOOL	Amount:	\$291.00
InvNo:	2023 BALL TOURNAMENT	InvDesc:	pec-ball tournament	InvAmt:	\$291.00		
ChqNo:	0033377	Date:	2023-08-14	Vendor:	COOL SHOTS PHOTOGRAPHY	Amount:	\$635.50
InvNo:	TOAYBT2023	InvDesc:	pec-youth ball tournament	InvAmt:	\$635.50		
ChqNo:	0033378	Date:	2023-08-14	Vendor:	ISLAND PAINTING & DECOR	Amount:	\$754.11
InvNo:	10 FINAL	InvDesc:	museum-final pyt re" painting	InvAmt:	\$754.11		
ChqNo:	0033379	Date:	2023-08-14	Vendor:	MARGIT ALBERTI	Amount:	\$1,000.00
InvNo:	SUMMER 2023	InvDesc:	pec-2 wk robotics camp	InvAmt:	\$1,000.00		
ChqNo:	0033380	Date:	2023-08-14	Vendor:	SHELDON WATSON	Amount:	\$92.45
InvNo:	AUG 1 2023	InvDesc:	reimb tax overpyt	InvAmt:	\$92.45		
ChqNo:	0033381	Date:	2023-08-14	Vendor:	JOHN BRADLEY	Amount:	\$244.00
InvNo:	AUG 1 2023	InvDesc:	reimb tx overpyt	InvAmt:	\$244.00		

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo:	0033382	Date:	2023-08-14	Vendor:	TOROMONT CAT	Amount:	\$607.95
InvNo:	W0900942570	InvDesc:	1000 hr maintenance	InvAmt:	\$607.95		
ChqNo:	0033383	Date:	2023-08-14	Vendor:	WAT SUPPLIES	Amount:	\$12.41
InvNo:	291246	InvDesc:	delivery fees	InvAmt:	\$12.41		
ChqNo:	0033384	Date:	2023-08-14	Vendor:	WHITE'S SHELL	Amount:	\$1,126.50
InvNo:	3615	InvDesc:	gas #8	InvAmt:	\$126.50		
InvNo:	3629	InvDesc:	gas #8	InvAmt:	\$160.00		
InvNo:	3559	InvDesc:	gas #8	InvAmt:	\$158.00		
InvNo:	3581	InvDesc:	gas #8	InvAmt:	\$66.00		
InvNo:	3588	InvDesc:	gas #8	InvAmt:	\$175.00		
InvNo:	3601	InvDesc:	gas #8	InvAmt:	\$179.00		
InvNo:	3622	InvDesc:	gas # 8	InvAmt:	\$262.00		
ChqNo:	0033385	Date:	2023-08-14	Vendor:	WINDOWS UNLIMITED	Amount:	\$3,653.66
InvNo:	2023-22	InvDesc:	po/admin/lib cleaning	InvAmt:	\$3,653.66		
ChqNo:	0033386	Date:	2023-08-14	Vendor:	WOOD WYANT CANADA INC	Amount:	\$157.22
InvNo:	124922	InvDesc:	arena-floor cleaner supplies	InvAmt:	\$157.22		
ChqNo:	0033387	Date:	2023-08-14	Vendor:	XEROX CANADA LTD.	Amount:	\$259.55
InvNo:	85733210	InvDesc:	monthly copier usage	InvAmt:	\$259.55		

*** End of Report ***

Report Total:

\$309,598.31

The Township of Assiginack

CHEQUE DISTRIBUTION REPORT

Payables Management

Ranges: **From:** **To:** **From:** **To:**
Vendor ID First Last Chequebook ID First Last
Vendor Name First Last Cheque Number 0033402 0033422
Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0033402	Date:	2023-08-28	Vendor:	EASTLINK	Amount:	\$133.30
	InvNo: AYG 10 2023 MARINA		InvDesc: marina/pw dsl		InvAmt:	\$135.29	
ChqNo:	0033403	Date:	2023-08-28	Vendor:	EXP SERVICES INC.	Amount:	\$19,122.44
	InvNo: 763877		InvDesc: po/bnk-bldg feasibility report		InvAmt:	\$5,650.00	
	InvNo: 763430		InvDesc: landfill eca		InvAmt:	\$3,535.49	
	InvNo: 764511		InvDesc: mtg wtp/lagoon capacity ass't		InvAmt:	\$9,936.95	
ChqNo:	0033404	Date:	2023-08-28	Vendor:	FREELANDT CALDWELL REILLY	Amount:	\$15,181.55
	InvNo: CJH-79718		InvDesc: final audit completion		InvAmt:	\$15,181.55	
ChqNo:	0033405	Date:	2023-08-28	Vendor:	GERRY STRONG	Amount:	\$234.62
	InvNo: AUG 28 2023		InvDesc: bldg insp mileage		InvAmt:	\$234.62	
ChqNo:	0033406	Date:	2023-08-28	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$2,736.39
	InvNo: AUG 14 2023 DEPOT		InvDesc: recycling depot		InvAmt:	\$149.62	
	InvNo: AUG 16 2023 QUEEN PK		InvDesc: queens park		InvAmt:	\$33.89	
	InvNo: AUG 21 2023 ARENA		InvDesc: arena		InvAmt:	\$696.60	
	InvNo: AUG 21 2023 SS WTP		InvDesc: ss wtp		InvAmt:	\$54.02	
	InvNo: AUG 21 2023 TENNIS		InvDesc: tennis courts		InvAmt:	\$133.38	
	InvNo: AUG 21 2023 INFO BTH		InvDesc: info booth		InvAmt:	\$39.26	
	InvNo: AUG 21 2023 SHWRHSE		InvDesc: marina showerhouse		InvAmt:	\$151.80	
	InvNo: AUG 21 2023 DOCKS		InvDesc: marina docks		InvAmt:	\$107.01	
	InvNo: AUG 21 2023 PO/BNK		InvDesc: po/bnk		InvAmt:	\$801.55	
	InvNo: AUG 21 2023 LIB BLDG		InvDesc: lib bldg		InvAmt:	\$569.26	
ChqNo:	0033407	Date:	2023-08-28	Vendor:	JACKIE WHITE	Amount:	\$664.44
	InvNo: 2072117100		InvDesc: pec-social media sch.app reimb		InvAmt:	\$664.44	
ChqNo:	0033408	Date:	2023-08-28	Vendor:	LIFESAVING SOCIETY	Amount:	\$270.52
	InvNo: M174924		InvDesc: swimming lesson badges		InvAmt:	\$270.52	
ChqNo:	0033409	Date:	2023-08-28	Vendor:	MANITOULIN-SUDBURY DISTRICT SOCIAL SERVI	Amount:	\$33,218.33
	InvNo: IN000021335		InvDesc: sept amb/social assist		InvAmt:	\$33,218.33	
ChqNo:	0033410	Date:	2023-08-28	Vendor:	MANITOULIN CENTENNIAL MANOR	Amount:	\$11,246.90
	InvNo: 2023 3RD QTR		InvDesc: 2023 3rd qtr requisition		InvAmt:	\$11,246.90	
ChqNo:	0033411	Date:	2023-08-28	Vendor:	MANITOULIN EXPOSITOR	Amount:	\$274.52
	InvNo: 117734		InvDesc: advertising		InvAmt:	\$137.26	
	InvNo: 117768		InvDesc: advertising		InvAmt:	\$137.26	

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo:	0033412	Date:	2023-08-28	Vendor:	MANITOWANING FRESHMART	Amount:	\$36.57
	InvNo: 00199108		InvDesc: admin-tea		InvAmt:	\$4.79	
	InvNo: 00200810		InvDesc: arena-back kitchen supplies		InvAmt:	\$24.80	
	InvNo: 00201497		InvDesc: admin-water/tea		InvAmt:	\$6.98	
ChqNo:	0033413	Date:	2023-08-28	Vendor:	ONTARIO PROPERTY SERVICES	Amount:	\$2,004.75
	InvNo: 459		InvDesc: tx arrears canc cert (3 prop)		InvAmt:	\$2,004.75	
ChqNo:	0033414	Date:	2023-08-28	Vendor:	PERRY NEWMAN	Amount:	\$778.60
	InvNo: AUG 28 2023		InvDesc: bylaw mileage		InvAmt:	\$778.60	
ChqNo:	0033415	Date:	2023-08-28	Vendor:	PURULATOR COURIER	Amount:	\$44.18
	InvNo: 454132593		InvDesc: freight		InvAmt:	\$44.18	
ChqNo:	0033416	Date:	2023-08-28	Vendor:	SUDBURY & DISTRICT HEALTH UNIT	Amount:	\$3,817.55
	InvNo: RC020035710		InvDesc: sept health unit levy		InvAmt:	\$3,817.55	
ChqNo:	0033417	Date:	2023-08-28	Vendor:	KEITH HARFIELD	Amount:	\$1,314.60
	InvNo: MAY 26 2023		InvDesc: wildlife damage comp (may 26)		InvAmt:	\$1,314.60	
ChqNo:	0033418	Date:	2023-08-28	Vendor:	WAGG'S PETROLEUM EQUIPMENT LTD	Amount:	\$2,194.56
	InvNo: W84959		InvDesc: marina-fuel pump repairs		InvAmt:	\$2,194.56	
ChqNo:	0033419	Date:	2023-08-28	Vendor:	CHRISTINE MCNAUGHTON	Amount:	\$204.07
	InvNo: 411		InvDesc: pec-chicken katsu wrkshp		InvAmt:	\$204.07	
ChqNo:	0033420	Date:	2023-08-28	Vendor:	MURRAY GAMMIE	Amount:	\$1,255.80
	InvNo: JUNE 14 2023		InvDesc: wildlife damage comp (june14)		InvAmt:	\$1,255.80	
ChqNo:	0033421	Date:	2023-08-28	Vendor:	UNIVERSUS SOFTWARE CANADALTD	Amount:	\$121.94
	InvNo: INV-1320		InvDesc: bookking eCommerce fees		InvAmt:	\$121.94	
ChqNo:	0033422	Date:	2023-08-28	Vendor:	WINDOWS UNLIMITED	Amount:	\$3,911.46
	InvNo: 2023-46		InvDesc: garbage pickup/prks/grass		InvAmt:	\$3,572.46	
	InvNo: AUG 28 2023 - 42		InvDesc: lib-extra cleaning/garb.summer		InvAmt:	\$339.00	

*** End of Report ***

Report Total:

\$98,767.11

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

Ranges: **From:** **To:** **From:** **To:**
Vendor ID First Last Chequebook ID First Last
Vendor Name First Last Cheque Number 0033423 0033428
Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0033423	Date:	2023-08-30	Vendor:	ALLEN'S AUTOMOTIVE GROUP	Amount:	\$549.20
InvNo:	830813	InvDesc:	hydraulic oil	InvAmt:	\$277.39		
InvNo:	479826	InvDesc:	shop vac	InvAmt:	\$210.14		
InvNo:	829350	InvDesc:	trimmer line	InvAmt:	\$16.94		
InvNo:	828796	InvDesc:	wire	InvAmt:	\$44.73		
ChqNo:	0033424	Date:	2023-08-30	Vendor:	B.A.M.M.-BRENDAN ADDISON MOBILE MECHANIC/	Amount:	\$2,102.31
InvNo:	3477	InvDesc:	repair broken hub #16	InvAmt:	\$2,102.31		
ChqNo:	0033425	Date:	2023-08-30	Vendor:	BEACON IMAGES	Amount:	\$310.75
InvNo:	5066	InvDesc:	911 #'s & signs	InvAmt:	\$310.75		
ChqNo:	0033426	Date:	2023-08-30	Vendor:	SEAMISH CONSTRUCTION INC	Amount:	\$5,133.92
InvNo:	02728	InvDesc:	cold patch	InvAmt:	\$5,133.92		
ChqNo:	0033427	Date:	2023-08-30	Vendor:	BLACK ARMOUR LTD	Amount:	\$16,158.10
InvNo:	16	InvDesc:	line painting	InvAmt:	\$16,158.10		
ChqNo:	0033428	Date:	2023-08-30	Vendor:	MIKE VAREY EXCAVATING & EQUIPMENT	Amount:	\$3,911.65
InvNo:	INV-0594	InvDesc:	excavator rent (landfill)	InvAmt:	\$3,911.65		

*** End of Report ***

Report Total:

\$28,165.93

The Township of Assiginack

CHEQUE DISTRIBUTION REPORT

Payables Management

Ranges: **From:** **To:** **From:** **To:**
Vendor ID First Last Chequebook ID First Last
Vendor Name First Last Cheque Number 0033439 0033460
Cheque Date First Last
Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	0033439	Date:	2023-09-11	Vendor:	BEAMISH CONSTRUCTION INC	Amount:	\$559,024.79
InvNo:	3012	InvDesc:	surface treatment	InvAmt:	\$559,024.79		
ChqNo:	0033440	Date:	2023-09-11	Vendor:	CITY OF GREATER SUDBURY	Amount:	\$1,157.84
InvNo:	00128888	InvDesc:	june recyclable material	InvAmt:	\$1,157.84		
ChqNo:	0033441	Date:	2023-09-11	Vendor:	COMPUTREK	Amount:	\$1,004.86
InvNo:	28245	InvDesc:	sept remote server mgmt	InvAmt:	\$867.42		
InvNo:	28199	InvDesc:	offsite backup data storage	InvAmt:	\$137.44		
ChqNo:	0033442	Date:	2023-09-11	Vendor:	GERRY STRONG	Amount:	\$234.62
InvNo:	SEPT 11 2023	InvDesc:	bldg insp mileage	InvAmt:	\$234.62		
ChqNo:	0033443	Date:	2023-09-11	Vendor:	GFL ENVIRONMENTAL INC 2019	Amount:	\$9,277.35
InvNo:	G0000029151	InvDesc:	august recycl transport	InvAmt:	\$9,277.35		
ChqNo:	0033444	Date:	2023-09-11	Vendor:	HYDRO ONE NETWORKS INC.	Amount:	\$9,663.47
InvNo:	AUG 28 2023 LAGOON	InvDesc:	lagoon	InvAmt:	\$4,096.26		
InvNo:	AUG 28 2023 LITES	InvDesc:	street lites	InvAmt:	\$761.81		
InvNo:	AUG 23 2023 MTG WTP	InvDesc:	mtg wtp	InvAmt:	\$4,771.51		
InvNo:	SEPT 11 2023 CLVR VY	InvDesc:	clover valley schoolhouse	InvAmt:	\$33.89		
ChqNo:	0033445	Date:	2023-09-11	Vendor:	JOHN DEFORGE	Amount:	\$1,789.92
InvNo:	988659	InvDesc:	info booth-spray insulation	InvAmt:	\$1,789.92		
ChqNo:	0033446	Date:	2023-09-11	Vendor:	MANITOWANING MILL & HOME BUILDING CENTRE	Amount:	\$846.05
InvNo:	0279460	InvDesc:	norisle-sump pumps/hoses/	InvAmt:	\$589.70		
InvNo:	0279478	InvDesc:	norisle-coupling/clamps	InvAmt:	\$8.56		
InvNo:	0280561	InvDesc:	po-spider ban	InvAmt:	\$33.88		
InvNo:	0280563	InvDesc:	office-insecticide	InvAmt:	\$41.80		
InvNo:	0280564	InvDesc:	lib-insecticide	InvAmt:	\$41.80		
InvNo:	0280640	InvDesc:	fd-keys/key rings	InvAmt:	\$9.47		
InvNo:	0280789	InvDesc:	arena-fridge thermostat	InvAmt:	\$13.55		
InvNo:	0281095	InvDesc:	arena-cement/caulking	InvAmt:	\$107.29		
ChqNo:	0033447	Date:	2023-09-11	Vendor:	MANITOWANING FRESHMART	Amount:	\$37.54
InvNo:	00199232	InvDesc:	pw-cases water	InvAmt:	\$27.96		
InvNo:	00203331	InvDesc:	admin-tea	InvAmt:	\$9.58		
ChqNo:	0033448	Date:	2023-09-11	Vendor:	MINISTER OF FINANCE	Amount:	\$22,243.00
InvNo:	302808231403011	InvDesc:	july policing costs	InvAmt:	\$22,612.00		

The Township of Assiginack
CHEQUE DISTRIBUTION REPORT
Payables Management

ChqNo:	0033449	Date:	2023-09-11	Vendor:	NEW NORTH FUELS INC	Amount:	\$1,680.19
InvNo:	662668	InvDesc:	pw-diesel	InvAmt:	\$1,680.19		
ChqNo:	0033450	Date:	2023-09-11	Vendor:	NORTHERN 911	Amount:	\$460.62
InvNo:	21216-09012023	InvDesc:	fd-911 dispatch sept	InvAmt:	\$460.62		
ChqNo:	0033451	Date:	2023-09-11	Vendor:	PAUL METHNER	Amount:	\$1,100.00
InvNo:	#2023-08-31	InvDesc:	august animal control	InvAmt:	\$1,100.00		
ChqNo:	0033452	Date:	2023-09-11	Vendor:	PERRY NEWMAN	Amount:	\$671.84
InvNo:	SEPT 11 2023	InvDesc:	bylaw enforce-mileage	InvAmt:	\$671.84		
ChqNo:	0033453	Date:	2023-09-11	Vendor:	RECEIVER GENERAL	Amount:	\$26,683.69
InvNo:	AUG 2023	InvDesc:	august source deductions	InvAmt:	\$26,683.69		
ChqNo:	0033454	Date:	2023-09-11	Vendor:	SUPERIOR PROPANE INC.	Amount:	\$35.60
InvNo:	45360692	InvDesc:	pw-cylinder rental	InvAmt:	\$11.87		
InvNo:	45360693	InvDesc:	arena-cylinder rental	InvAmt:	\$23.73		
ChqNo:	0033455	Date:	2023-09-11	Vendor:	ASSIGINACK PUBLIC SCHOOL	Amount:	\$84.50
InvNo:	SEPT 8 2023	InvDesc:	arena-pop for canteen	InvAmt:	\$84.50		
ChqNo:	0033456	Date:	2023-09-11	Vendor:	IAN'S HEATING AND SERVICE INC	Amount:	\$423.75
InvNo:	1528	InvDesc:	arena-wtr heater hookup/	InvAmt:	\$423.75		
ChqNo:	0033457	Date:	2023-09-11	Vendor:	GRANVILLE B VICKERMAN & ASSOCIATES	Amount:	\$12,260.00
InvNo:	AH23064	InvDesc:	arena-engineering retainer	InvAmt:	\$12,260.00		
ChqNo:	0033458	Date:	2023-09-11	Vendor:	UNISYNC GROUP LIMITED	Amount:	\$110.74
InvNo:	10846626	InvDesc:	fd-officer cap/badge	InvAmt:	\$110.74		
ChqNo:	0033459	Date:	2023-09-11	Vendor:	WAT SUPPLIES	Amount:	\$200.48
InvNo:	292935	InvDesc:	lib bldg-t.tissue/g.bags	InvAmt:	\$87.10		
InvNo:	292936	InvDesc:	arena-t.tissue	InvAmt:	\$57.80		
InvNo:	292934	InvDesc:	po-urinal pucks	InvAmt:	\$55.58		
ChqNo:	0033460	Date:	2023-09-11	Vendor:	WINDOWS UNLIMITED	Amount:	\$3,653.66
InvNo:	2023-23	InvDesc:	po/admin/lib cleaning	InvAmt:	\$3,653.66		

*** End of Report ***

Report Total:

\$652,644.51

Date : 2023-09-11
Time : 12:12:38 PM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0033429		2023-09-11	09/11COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0033430		2023-09-11	09/11COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0033431		2023-09-11	09/11COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0033432		2023-09-11	09/11COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0033433		2023-09-11	09/11COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0033434		2023-09-11	09/11COMB	383	MENDE, JONATHAN	OUTSTANDING	Cheque
0033435		2023-09-11	09/11COMB	384	CASE, LORI	OUTSTANDING	Cheque
0033436		2023-09-11	09/11COMB	395	COOPER, MAX	OUTSTANDING	Cheque
0033437		2023-09-11	09/11COMB	397	CASEMORE, Elizabeth	OUTSTANDING	Cheque
0033438		2023-09-11	09/11COMB	398	Mara, Xavier	OUTSTANDING	Cheque
3571		2023-09-11	09/11COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3572		2023-09-11	09/11COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3573		2023-09-11	09/11COMB	169	MAGUIRE, KELSEY	OUTSTANDING	Direct Deposit
3574		2023-09-11	09/11COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
3575		2023-09-11	09/11COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3576		2023-09-11	09/11COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
3577		2023-09-11	09/11COMB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
3578		2023-09-11	09/11COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3579		2023-09-11	09/11COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
3580		2023-09-11	09/11COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3581		2023-09-11	09/11COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3582		2023-09-11	09/11COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3583		2023-09-11	09/11COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3584		2023-09-11	09/11COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3585		2023-09-11	09/11COMB	390	GERHARD, MARI	OUTSTANDING	Direct Deposit
3586		2023-09-11	09/11COMB	394	RZADKIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
3587		2023-09-11	09/11COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit

Total : \$29,416.30

Date : 2023-08-28
Time : 9:57:56 AM

The Township of Assiginack

Page: 1

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0033390		2023-08-28	08/28COMB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0033391		2023-08-28	08/28COMB	126	MacDONALD, DEBORAH	OUTSTANDING	Cheque
0033392		2023-08-28	08/28COMB	133	BOND, FREDA	OUTSTANDING	Cheque
0033393		2023-08-28	08/28COMB	222	ELLIOTT, DWAYNE	OUTSTANDING	Cheque
0033394		2023-08-28	08/28COMB	378	MILLETTE, SHELBA	OUTSTANDING	Cheque
0033395		2023-08-28	08/28COMB	383	MENDE, JONATHAN	OUTSTANDING	Cheque
0033396		2023-08-28	08/28COMB	384	CASE, LORI	OUTSTANDING	Cheque
0033397		2023-08-28	08/28COMB	387	CHAPMAN, KATIE	OUTSTANDING	Cheque
0033398		2023-08-28	08/28COMB	389	GISEAULT, BROOKE	OUTSTANDING	Cheque
0033399		2023-08-28	08/28COMB	395	COOPER, MAX	OUTSTANDING	Cheque
0033400		2023-08-28	08/28COMB	397	CASEMORE, Elizabeth	OUTSTANDING	Cheque
0033401		2023-08-28	08/28COMB	398	Mara, Xavier	OUTSTANDING	Cheque
3553		2023-08-28	08/28COMB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3554		2023-08-28	08/28COMB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
3555		2023-08-28	08/28COMB	169	MAGUIRE, KELSEY	OUTSTANDING	Direct Deposit
3556		2023-08-28	08/28COMB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
3557		2023-08-28	08/28COMB	221	MAGUIRE, ROBERT	OUTSTANDING	Direct Deposit
3558		2023-08-28	08/28COMB	223	BOWERMAN, JANICE	OUTSTANDING	Direct Deposit
3559		2023-08-28	08/28COMB	224	HOOVER, JENNIFER	OUTSTANDING	Direct Deposit
3560		2023-08-28	08/28COMB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3561		2023-08-28	08/28COMB	362	SAGLE, EDDY	OUTSTANDING	Direct Deposit
3562		2023-08-28	08/28COMB	364	BOND, KYLE	OUTSTANDING	Direct Deposit
3563		2023-08-28	08/28COMB	365	BOWERMAN, COLE	OUTSTANDING	Direct Deposit
3564		2023-08-28	08/28COMB	370	LENTIR, CRYSTAL	OUTSTANDING	Direct Deposit
3565		2023-08-28	08/28COMB	381	COOPER, JEREMY	OUTSTANDING	Direct Deposit
3566		2023-08-28	08/28COMB	386	NEWMAN, PERRY	OUTSTANDING	Direct Deposit
3567		2023-08-28	08/28COMB	387	PECA, ADRIANO J	OUTSTANDING	Direct Deposit
3568		2023-08-28	08/28COMB	390	GERHARD, KARI	OUTSTANDING	Direct Deposit
3569		2023-08-28	08/28COMB	394	RZADNIEWICZ, RHEAL	OUTSTANDING	Direct Deposit
3570		2023-08-28	08/28COMB	396	FERGUSON, HEIDI	OUTSTANDING	Direct Deposit

Total : \$33,535.47

Payment #	Amount	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0033343		2023-08-14	08/1400NB	121	ROBB, ALTON	OUTSTANDING	Cheque
0033344		2023-08-14	08/1400NB	126	MACDONALD, DIORAH	OUTSTANDING	Cheque
0033345		2023-08-14	08/1400NB	133	BOND, FRED	OUTSTANDING	Cheque
0033346		2023-08-14	08/1400NB	222	BILLOTT, SHAYNE	OUTSTANDING	Cheque
0033347		2023-08-14	08/1400NB	378	KILBETTE, SHERA	OUTSTANDING	Cheque
0033348		2023-08-14	08/1400NB	383	WEMER, JONATHAN	OUTSTANDING	Cheque - void repl
0033349		2023-08-14	08/1400NB	384	CASE, LORI	OUTSTANDING	Cheque
0033350		2023-08-14	08/1400NB	398	COOPER, KAY	OUTSTANDING	Cheque
0033351		2023-08-14	08/1400NB	397	CASBORN, Elizabeth	OUTSTANDING	Cheque
3535		2023-08-14	08/1400NB	118	COOPER, RONALD	OUTSTANDING	Direct Deposit
3536		2023-08-14	08/1400NB	168	STRONG, JERRY	OUTSTANDING	Direct Deposit
3537		2023-08-14	08/1400NB	169	MACVINE, NELSON	OUTSTANDING	Direct Deposit
3538		2023-08-14	08/1400NB	218	REID, BRIANA	OUTSTANDING	Direct Deposit
3539		2023-08-14	08/1400NB	221	MACVINE, ROBERT	OUTSTANDING	Direct Deposit
3540		2023-08-14	08/1400NB	223	BOWENMAN, JANICE	OUTSTANDING	Direct Deposit
3541		2023-08-14	08/1400NB	224	HOOPER, JENNIFER	OUTSTANDING	Direct Deposit
3542		2023-08-14	08/1400NB	328	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
3543		2023-08-14	08/1400NB	342	SAGLE, EDDY	OUTSTANDING	Direct Deposit
3544		2023-08-14	08/1400NB	344	BOND, SYL	OUTSTANDING	Direct Deposit
3545		2023-08-14	08/1400NB	345	BOWENMAN, COLE	OUTSTANDING	Direct Deposit
3546		2023-08-14	08/1400NB	377	LEWIS, CRYSTAL	OUTSTANDING	Direct Deposit
3547		2023-08-14	08/1400NB	381	COOPER, JEFFREY	OUTSTANDING	Direct Deposit
3548		2023-08-14	08/1400NB	385	WEMER, JERRY	OUTSTANDING	Direct Deposit
3549		2023-08-14	08/1400NB	389	REID, ARIANA J	OUTSTANDING	Direct Deposit
3550		2023-08-14	08/1400NB	391	SEBAST, MARK	OUTSTANDING	Direct Deposit
3551		2023-08-14	08/1400NB	393	ROACHMONT, PHEAL	OUTSTANDING	Direct Deposit
3552		2023-08-14	08/1400NB	396	PEROVICH, WENDY	OUTSTANDING	Direct Deposit
0033355		2023-08-14	08/1482	188	WEMER, JONATHAN	OUTSTANDING	Cheque
0033356		2023-08-14	08/1482	395	Kara, Karlee	OUTSTANDING	Cheque

Total 34891.35

MUNICIPALITY



OF ASSIGINACK

REQUEST FOR PROPOSALS

Operation of the Toboggan Hill Canteen

Sealed submissions must be clearly marked
"Operation of Toboggan Hill Canteen RFP"
and must be received by:

October 13th, 2023, at 12:00 (NOON) to the undersigned:

**TOWNSHIP OF ASSIGINACK
C/O HEIDI FERGUSON, CLERK
BOX 238, 156 ARTHUR STREET
MANITOWANING, ON., P0P 1N0**

***Please note* that FAXED or EMAILED Proposals will not be accepted**

PURPOSE/SCOPE OF THE REQUEST FOR PROPOSAL (RFP)

The Township of Assiginack is currently accepting proposals from interested businesses, individuals, and organizations to operate a commercial food/convenience and/or retail type business from the Toboggan Hill Canteen, located at 15589 Highway 6, as part of a Pilot Program the Township is implementing.

The intent of this RFP is to have these types of services available for those community members who utilize Toboggan Hill during the winter months.

PLEASE NOTE: The successful proponent is not permitted to offer alcohol or cannabis products for sale or consumption on municipal property.

The anticipated start date for the provision of this service is Winter 2023-2024 and the successful proponent will function as a tenant of the building. As this is a Pilot Program the municipality is implementing, there will be no charge for the use of the building and the successful proponent will be a tenant for an initial six-month period (November 2023-April 2024), with the possibility of a six-month extension, upon review and approval by Council.

REQUIREMENTS OF THE PROPONENT

This Call for Proposals is strictly for the operation of a commercial food/convenience and/or retail business at the Toboggan Hill Canteen. The successful proponent is not responsible for the operation of and/or maintenance of Toboggan Hill.

The Township requires that the successful proponent must operate the facility, at a minimum during the weekends, primarily Friday night and Saturday until 9:00pm. Proponents that demonstrate their ability to meet this criterion will receive a higher score.

As part of the lease agreement with the Township, the successful proponent will be required to be responsible for the following:

- Continue to provide free Wi-fi to customers and the public.
- Regular cleaning of the interior of the building and its washrooms to ensure sanitary conditions for the public.
- Regular cleaning of the exterior of the building surface, windows, and decked area.
- Regular removal of the snow on the pathway to the building and on the decked area. The Proponent/Tenant agrees to ensure that the pathway, decked area, and building are free from ice and snow hazards.
- Removal and disposal of all garbage generated from the use of the facility.
- Ensuring that all applicable municipal, provincial, and federal legislation is followed and adhered to.

- Advising and reporting all incidents, injuries, accidents that occur on municipal property to the municipality immediately and reporting all building deficiencies in a timely manner.
- Provision of a first aid kit on site. Proponents who have demonstrated certification in First Aid and CPR will receive a higher score.

MUNICIPALITY'S RESPONSIBILITIES

As the landlord, the Township of Assiginack is responsible for the following:

- Development of the lease agreement with the Proponent/Tenant.
- Maintenance and operation of Toboggan Hill.
- Maintenance and snow removal of the parking lot.
- Maintenance and cutting of the grass on the property.
- Any capital maintenance to the building, other than regular cleaning maintenance of the building.
- Provision and payment of utilities for the building (hydro, water/sewer, internet) during the term of the lease agreement.

INFORMATION ABOUT THE SPACE

The Toboggan Hill Canteen is the former Assiginack Information Center and is located at 15589 Highway 6 in Manitowaning. This is a municipal building owned by the Township of Assiginack.

This newly renovated space has lots of business potential, as it is ideally located on Highway 6 and is within close proximity to Toboggan Hill and the Assiginack Arena and Fairgrounds.

This municipal facility contains the following amenities:

- Ample room for a small commercial/retail space.
- Two washrooms.
- Municipal water and services.
- Internet Services and Free Public Wi-fi.
- Parking.
- Large, attached outdoor deck space with picnic tables.
- Fridge and stove will be included.

QUESTIONS & CLARIFICATION

It is the responsibility of the proponent to clarify all questions and details within this RFP prior to the submission of their proposal. The municipality will accept questions regarding the facility and all inquiries must be made in writing or by email by **October 9, 2023 at 12:00 p.m. (Noon)** to:

Heidi Ferguson, Clerk
156 Arthur Street, Box 238
Manitowaning, ON., P0P 1N0
hferguson@assignack.ca

**** Please be advised that all questions and answers will be shared and distributed to all prospective known proponents, to ensure a fair and transparent process.***

SITE VISIT

The Township of Assignack will provide all interested candidates with an opportunity to view the space prior to the deadline for proposals. This will take place on Wednesday, October 4th, 2023 between 10:00 a.m. and 2:00 p.m. Interested candidates are recommended to contact the Clerk to schedule their appointment time.

PROPOSAL REQUIREMENTS

All proponents must complete the attached submission form, found on Pages 8 & 9, and attach a detailed business plan that includes the following information:

- Describe how the space will be utilized.
- What types of products/amenities will be available to purchase.
- Specify the days, hours, and times of operation.
- A brief background/information synopsis about you, your business or organization, including your qualifications, experience, and list of relevant certifications.
- Attest to the requirements of the RFP on the attached submission form.

SUBMISSION OF PROPOSALS

All proposals must be clearly marked "***Operation of the Toboggan Hill Canteen***" and must be submitted no later than **October 13, 2023, at 12:00 (NOON)** in writing to:

TOWNSHIP OF ASSIGINACK
C/O HEIDI FERGUSON, CLERK
BOX 238, 156 ARTHUR STREET
MANITOWANING, ON., P0P 1N0

****Please note that Emailed or Faxed Proposals will not be accepted.***

The onus unequivocally remains with the Proponent to ensure that the Township of Assignack receives your submission prior to the deadline and in accordance with the submission process. Proposals received after the deadline will not be considered.

In submitting a proposal, the Proponent acknowledges that they have read, completely understand, and accept the terms and conditions of the RFP in full. The Township of Assignack is not responsible for any misunderstanding in the RFP.

EVALUATION OF PROPOSALS

Staff will evaluate all proposals submitted utilizing defined assessment criteria and provide these recommendations to Council. Council will then review the recommendations and/or proposals and award the RFP.

All proponents will be notified of the decision by Council in writing, by either regular mail or e-mail.

AWARDING OF RFP

Upon award of the RFP, the successful proponent will be required to provide the Township with the following information:

- Sign a Lease Agreement with the Township of Assiginack.
- Proof of Insurance: The Applicant agrees to provide proof of a minimum of \$2 million in liability insurance, with the Township of Assiginack being named as an additional insured on the policy and Certificate of Insurance.
- Proof of WSIB Clearance Certificate (if required).
- Proof of any certifications as listed within the business case document submission.
- The Applicant agrees that they will consult with Public Health Sudbury & Districts regarding the requirements for serving food to the public and if required, they will provide proof of a recent copy of the Inspection Report completed by the Public Health Sudbury & Districts to the Township of Assiginack.

RESERVED RIGHTS OF THE TOWNSHIP OF ASSIGINACK

The Township of Assiginack reserves the right to:

- a) Make public the names of any or all Proponents.
- b) Disqualify any Proponent or the Proposal of any Proponent who has engaged in conduct prohibited by this RFP.
- c) Make any changes to this RFP provided that those changes are issued by way of addenda.
- d) Cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables.
- e) Accept or reject any or all proposals in whole or in part.
- f) Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any proposal.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

NOT RESPONSIBLE FOR COSTS, CONDITION OR SERVICES

The Township of Assiginack shall not pay any costs associated with the preparation, submission, or presentation of the proposal. The Township of Assiginack shall not be

liable for any expenses, costs or losses suffered by the Proponent or any third party resulting from the Township of Assiginack exercising any of its expressed or implied rights under this RFP.

CONFIDENTIALITY AND OWNERSHIP

Any information provided to the Proponent by the Township of Assiginack before, during or after the project is completed shall be treated as confidential and shall not be used or communicated by the Proponent or any third party in any way unless otherwise identified or permitted by the Township of Assiginack. The information, documentation, plans, etc. that are produced by the successful Proponent in response to this Call for Proposals shall become the exclusive property of the Township of Assiginack. However, intellectual property, such as specific tools, templates, processes, etc. that the Proponent provides as part of the deliverables remains the property of the Proponent.

FREEDOM OF INFORMATION

Any personal information required in the Proposal is received under the authority of the Township of Assiginack. This information shall be an integral component of the submission. All written proposals received by the Township become public record. Once a Proposal is accepted by the Township of Assiginack and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information.

Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to Heidi Ferguson the Municipal Clerk.

REQUEST FOR PROPOSAL SUBMISSION FORM

Operation of the Toboggan Hill Canteen

Please ensure that the subsequent page and all required attachments are fully complete and received by the required deadline.

DRAFT

REQUEST FOR PROPOSAL

Operation of the Toboggan Hill Canteen

The Proponent(s): (Name(s) of Individual, Business or Organization)	
Telephone Number:	
Email Address:	
Mailing Address:	

1. I / we, the undersigned, acknowledge that I / we understand completely the contents of the RFP: Operation of the Toboggan Hill Canteen and I / we acknowledge that it is my responsibility to seek clarification and ask questions prior to the deadline as described within the RFP document.
2. I / we confirm that I / we have attached the required documentation along with the completion of the tender submission form.
3. I / we acknowledge that after acceptance of my proposal by Council, I / we will enter into a lease agreement with the Township of Assiginack for a period of six months, with the possibility of an additional six-month extension.
4. I / we confirm that it is my/our sole responsibility to ensure that I / we adhere to and meet all municipal, provincial, and federal legislation requirements, including but not limited to: Public Health Regulations, Fire Regulations, Building Code, Licensing Regulations, etc.
5. I / we, hereby indemnify the Township of Assiginack of any actions, damage, loss, claim or liability as a direct result of operating the Toboggan Hill Canteen, the use of the approved municipal location or anything undertaken or neglected to be undertaken in connections with operating the Toboggan Hill Canteen.

6. I / we confirm that I / we are authorized to submit this proposal.

By signing this form, the applicant acknowledges that they have read the Operation of the Toboggan Hill Canteen RFP and agrees to abide by all the terms and conditions set forth within this Request for Proposal.

Authorized Signature
(on behalf of Proponent)

Date

DRAFT

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télec.: 705 330-4191

File Reference:

612-10

September 6, 2023

To All OPP-policed Municipalities

Re: Distribution of Police Record Check Revenue to Municipalities

In June 2022, the Ontario Provincial Police (OPP) centralized the police record check process by transferring the responsibility for the process from detachment staff to an Online Police Record Check Unit (OPRCU). The centralization of the police record check process eliminates the need for detachment staff to perform duties associated with the police record checks, with the exception of fingerprinting. This OPRCU has been staffed by reinvesting numerous administrative detachment positions from across the province. The change in staffing at OPP detachment locations will be captured in the overall municipal policing cost-recovery in accordance with the terms set out in *Police Services Act*, Ontario Regulation 267/14.

Historically, the revenue generated from detachment staff completing record checks for municipal residents has been credited back to the applicable municipalities. With the reassignment of the police record check workload to the OPRCU, there will be a gradual reduction of the revenue provided to municipalities, except for the revenue for fingerprinting. Fingerprinting remains a detachment responsibility and, therefore, the revenue for conducting fingerprint services at the detachments will continue to be allocated to municipalities. The gradual reduction of police record check revenue (not related to fingerprinting) will be accompanied by the introduction of some cost savings for municipalities resulting from the impact of reinvesting some detachment positions into the OPRCU. This will provide municipalities with an extended period of time to make appropriate adjustments to any impacted financial plans.

OPP-policed municipalities will continue to receive police record check revenue in 2023 and 2024. Commencing in 2025, the revenue will be reduced by 25% per year. In 2028, OPP-policed municipalities will cease to receive police record check revenue associated with police record checks processed by the OPRCU. Municipalities will continue to receive revenue for fingerprinting services provided at the detachment.

The OPP will continue to deliver adequate and effective policing services while focusing on meeting the municipalities' unique policing needs.

Should you have any questions, please email the OPP Municipal Policing Bureau Financial Services Unit at OPP.Financial.Services.Unit@opp.ca.

Respectfully,



Phil Whitton Superintendent
Commander,
Municipal Policing Bureau

cc OPP Deputy Commissioner Chris Harkins
 OPP Provincial Commander Mary Silverthorn
 A/Inspector Kirsten Buligan, Community Safety Services
 OPP Detachment Commanders

Manitoulin Island Highway Traffic Act Infractions

April 2023 - August 2023

Tickets No Fines

Duty - Municipality	Occurrences	Total Charges	Offence Notices	Part I Summons	Part III Summons	Warnings
ASSIGINACK TWP	256	164	122	0	42	175
CAMPBELL TWP	13	5	5	0	0	13
CARNARVON TWP	131	82	45	2	35	97
LITTLE CURRENT	3	2	2	0	0	1
MANITOULIN AND THE ISLANDS	1274	713	591	3	119	944
SANDFIELD TWP	17	7	7	0	0	19
TEHKUMMAH TWP	22	13	11	0	2	21
BARRIE ISLAND	2	2	2	0	0	
BILLINGS TWP	253	138	125	0	13	176
BURPEE TWP	7	7	5	0	2	3
DAWSON TWP	1	0		0	0	1
GORDON TWP	77	38	30	0	8	70
GORE BAY	12	7	7	0	0	10
MILLS TWP	3	1	1	0	0	5
ROBINSON TWP	3	5	1	0	4	2
UNSPECIFIED	1	3		0	3	
TOTAL	2075	1187	954	5	228	1537

RECEIVED
SEP 15 2023



Calls For Service (CFS) Billing Summary Report

Assiginack April - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		April	Year to Date	Time Standard	Year To Date Weighted Hours	April	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Assault-Level 1	0	0		0.0	1	3	15.8	47.4
	Criminal Harassment	0	1	15.8	15.8	0	0		0.0
	Utter Threats to Person	0	0		0.0	0	1	15.8	15.8
	Total	0	1	15.8	15.8	1	4	15.8	63.2
Property Crime Violations	Break & Enter	1	1	6.4	6.4	0	0		0.0
	Theft Over -master code	1	1	6.4	6.4	0	0		0.0
	Theft of Motor Vehicle	0	1	6.4	6.4	0	0		0.0
	Theft under - Other Theft	1	1	6.4	6.4	0	1	6.4	6.4
	Fraud - False Pretence < = \$5,000	0	0		0.0	0	1	6.4	6.4
	Fraud -Money/property/ security <= \$5,000	1	1	6.4	6.4	0	0		0.0
	Total	4	5	6.4	32.0	0	2	6.4	12.8
Other Criminal Code Violations (Excluding traffic)	Bail Violations - Fail To Comply	0	0		0.0	1	1	7.5	7.5
	Bail Violations - Recognizance	0	0		0.0	1	1	7.5	7.5
	Total	0	0		0.0	2	2	7.5	15.0
Statutes & Acts	Landlord/Tenant	0	1	3.4	3.4	1	2	3.4	6.8
	Mental Health Act	0	1	3.4	3.4	2	4	3.4	13.6
	Mental Health Act - No contact with Police	0	2	3.4	6.8	0	1	3.4	3.4
	Mental Health Act - Threat of Suicide	0	1	3.4	3.4	0	1	3.4	3.4
	Mental Health Act - Voluntary Transport	0	0		0.0	0	1	3.4	3.4
	Trespass To Property Act	0	2	3.4	6.8	0	0		0.0
	Total	0	7	3.4	23.8	3	9	3.4	30.6
Operational	Animal - Left in Vehicle	1	1	3.8	3.8	0	0		0.0
	Animal Injured	0	1	3.8	3.8	0	0		0.0
	Animal - Dog Owners Liability Act	0	1	3.8	3.8	0	0		0.0
	Domestic Disturbance	1	2	3.8	7.6	0	1	3.8	3.8
	Suspicious Person	0	2	3.8	7.6	0	1	3.8	3.8
	Phone -Master code	0	0		0.0	0	1	3.8	3.8
	Phone -Nuisance - No Charges Laid	0	3	3.8	11.4	0	1	3.8	3.8
	Phone -Other - No Charges Laid	0	0		0.0	0	1	3.8	3.8
	Fire - Other	0	0		0.0	0	1	3.8	3.8
	Noise Complaint - Residence	0	0		0.0	0	1	3.8	3.8
	Found Property -Master code	0	0		0.0	1	1	3.8	3.8



Calls For Service (CFS) Billing Summary Report

Assignack April - 2023

Billing Categories (Billing categories below do not match traditional crime groupings)		2023				2022			
		April	Year to Date	Time Standard	Year To Date Weighted Hours	April	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Lost Property -Master code	1	1	3.8	3.8	0	0		0.0
	Lost -Others	0	1	3.8	3.8	0	0		0.0
	Trouble with Youth	0	1	3.8	3.8	0	0		0.0
	Neighbour Dispute	0	1	3.8	3.8	1	3	3.8	11.4
	Assist Public	0	3	3.8	11.4	0	2	3.8	7.6
	Family Dispute	1	4	3.8	15.2	0	1	3.8	3.8
	Total	4	21	3.8	79.8	2	14	3.8	53.2
Operational2	False Alarm -Others	1	1	1.4	1.4	2	4	1.4	5.6
	Keep the Peace	0	1	1.4	1.4	0	0		0.0
	911 call / 911 hang up	0	1	1.4	1.4	1	2	1.4	2.8
	911 call - Dropped Cell	1	3	1.4	4.2	0	1	1.4	1.4
	Total	2	6	1.4	8.4	3	7	1.4	9.8
Traffic	MVC - Prop. Dam. Non Reportable	1	2	3.7	7.4	0	0		0.0
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	0	1	3.7	3.7	0	3	3.7	11.1
	Total	1	3	3.7	11.1	0	3	3.7	11.1
Total		11	43		170.9	11	41		195.7

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- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2023 billing period.

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
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Calls For Service (CFS) Billing Summary Report

Assignack May - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		May	Year to Date	Time Standard	Year To Date Weighted Hours	May	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Assault-Level 1	2	2	15.8	31.6	0	3	15.8	47.4
	Criminal Harassment	0	1	15.8	15.8	0	0		0.0
	Utter Threats to Person	0	0		0.0	0	1	15.8	15.8
	Total	2	3	15.8	47.4	0	4	15.8	63.2
Property Crime Violations	Break & Enter	0	1	6.4	6.4	0	0		0.0
	Theft Over -master code	0	1	6.4	6.4	0	0		0.0
	Theft of Motor Vehicle	1	2	6.4	12.8	0	0		0.0
	Theft under - Other Theft	0	1	6.4	6.4	0	1	6.4	6.4
	Fraud - False Pretence < = \$5,000	0	0		0.0	0	1	6.4	6.4
	Fraud -Money/property/ security > \$5,000	2	2	6.4	12.8	0	0		0.0
	Fraud -Money/property/ security <= \$5,000	0	1	6.4	6.4	0	0		0.0
	Mischief - master code	1	1	6.4	6.4	1	1	6.4	6.4
	Total	4	9	6.4	57.6	1	3	6.4	19.2
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Other Weapons Offences	1	1	7.5	7.5	0	0		0.0
	Bail Violations - Fail To Comply	0	0		0.0	1	2	7.5	15.0
	Bail Violations - Recognizance	0	0		0.0	0	1	7.5	7.5
	Total	1	1	7.5	7.5	1	3	7.5	22.5
Statutes & Acts	Landlord/Tenant	0	1	3.4	3.4	1	3	3.4	10.2
	Mental Health Act	0	1	3.4	3.4	3	7	3.4	23.8
	Mental Health Act - No contact with Police	0	2	3.4	6.8	1	2	3.4	6.8
	Mental Health Act - Threat of Suicide	0	1	3.4	3.4	0	1	3.4	3.4
	Mental Health Act - Voluntary Transport	0	0		0.0	0	1	3.4	3.4
	Trespass To Property Act	1	3	3.4	10.2	0	0		0.0
	Total	1	8	3.4	27.2	5	14	3.4	47.6
Operational	Animal - Left in Vehicle	0	1	3.8	3.8	0	0		0.0
	Animal Stray	2	2	3.8	7.6	0	0		0.0
	Animal Injured	0	1	3.8	3.8	0	0		0.0
	Animal - Dog Owners Liability Act	0	1	3.8	3.8	0	0		0.0
	Domestic Disturbance	0	2	3.8	7.6	3	4	3.8	15.2
	Suspicious Person	1	3	3.8	11.4	2	3	3.8	11.4
	Phone -Master code	0	0		0.0	0	1	3.8	3.8
	Phone -Nuisance - No Charges Laid	0	3	3.8	11.4	0	1	3.8	3.8



Calls For Service (CFS) Billing Summary Report

Assignack May - 2023

Billing Categories (Billing categories below do not match traditional crime groupings)		2023				2022			
		May	Year to Date	Time Standard	Year To Date Weighted Hours	May	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Phone -Other - No Charges Laid	0	0		0.0	0	1	3.8	3.8
	Fire - Other	0	0		0.0	0	1	3.8	3.8
	Noise Complaint - Residence	0	0		0.0	0	1	3.8	3.8
	Found Property -Master code	0	0		0.0	1	2	3.8	7.6
	Lost Property -Master code	0	1	3.8	3.8	0	0		0.0
	Lost-Others	0	1	3.8	3.8	0	0		0.0
	Trouble with Youth	0	1	3.8	3.8	0	0		0.0
	Neighbour Dispute	3	4	3.8	15.2	2	5	3.8	19.0
	Assist Public	1	4	3.8	15.2	3	5	3.8	19.0
	Family Dispute	1	5	3.8	19.0	0	1	3.8	3.8
	Total	8	29	3.8	110.2	11	25	3.8	95.0
Operational2	False Alarm -Others	0	1	1.4	1.4	3	7	1.4	9.8
	Keep the Peace	0	1	1.4	1.4	0	0		0.0
	911 call / 911 hang up	0	1	1.4	1.4	0	2	1.4	2.8
	911 call - Dropped Cell	0	3	1.4	4.2	0	1	1.4	1.4
	Total	0	6	1.4	8.4	3	10	1.4	14.0
Traffic	MVC - Prop. Dam. Non Reportable	0	2	3.7	7.4	0	0		0.0
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	1	2	3.7	7.4	3	6	3.7	22.2
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	1	1	3.7	3.7	1	1	3.7	3.7
	Total	2	5	3.7	18.5	4	7	3.7	25.9
Total		18	61		276.8	25	66		287.4

Note to Detachment Commanders:

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- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2023 billing period.

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.



Calls For Service (CFS) Billing Summary Report

Assignack
May - 2023



Calls For Service (CFS) Billing Summary Report

Assignack June - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		June	Year to Date	Time Standard	Year To Date Weighted Hours	June	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Assault-Level 1	0	2	15.8	31.6	0	3	15.8	47.4
	Criminal Harassment	2	3	15.8	47.4	1	1	15.8	15.8
	Utter Threats to Person	0	0		0.0	0	1	15.8	15.8
	Total	2	5	15.8	79.0	1	5	15.8	79.0
Property Crime Violations	Break & Enter	0	1	6.4	6.4	0	0		0.0
	Theft Over -master code	0	1	6.4	6.4	1	1	6.4	6.4
	Theft Over - Other Theft	0	0		0.0	1	1	6.4	6.4
	Theft of Motor Vehicle	0	2	6.4	12.8	0	0		0.0
	Theft under - Other Theft	1	2	6.4	12.8	0	1	6.4	6.4
	Fraud - False Pretence < = \$5,000	0	0		0.0	0	1	6.4	6.4
	Fraud -Money/property/ security > \$5,000	0	2	6.4	12.8	1	1	6.4	6.4
	Fraud -Money/property/ security <= \$5,000	0	1	6.4	6.4	0	0		0.0
	Mischief - master code	0	1	6.4	6.4	0	1	6.4	6.4
	Total	1	10	6.4	64.0	3	6	6.4	38.4
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Other Weapons Offences	0	1	7.5	7.5	0	0		0.0
	Bail Violations - Fail To Comply	0	0		0.0	0	2	7.5	15.0
	Bail Violations - Recognizance	0	0		0.0	0	1	7.5	7.5
	Animals - Cruelty **INACTIVE**	0	0		0.0	1	1	7.5	7.5
	Total	0	1	7.5	7.5	1	4	7.5	30.0
Statutes & Acts	Landlord/Tenant	0	1	3.4	3.4	1	4	3.4	13.6
	Mental Health Act	1	2	3.4	6.8	2	9	3.4	30.6
	Mental Health Act - No contact with Police	0	2	3.4	6.8	0	2	3.4	6.8
	Mental Health Act - Threat of Suicide	0	1	3.4	3.4	0	1	3.4	3.4
	Mental Health Act - Voluntary Transport	0	0		0.0	0	1	3.4	3.4
	Trespass To Property Act	1	4	3.4	13.6	0	0		0.0
	Total	2	10	3.4	34.0	3	17	3.4	57.8
Operational	Animal - Left in Vehicle	0	1	3.8	3.8	0	0		0.0
	Animal Stray	0	2	3.8	7.6	0	0		0.0
	Animal Injured	0	1	3.8	3.8	0	0		0.0
	Animal - Dog Owners Liability Act	0	1	3.8	3.8	0	0		0.0
	Domestic Disturbance	0	2	3.8	7.6	1	5	3.8	19.0
	Suspicious Person	2	5	3.8	19.0	1	4	3.8	15.2
	Phone -Master code	0	0		0.0	0	1	3.8	3.8



Calls For Service (CFS) Billing Summary Report

Assignack

June - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		June	Year to Date	Time Standard	Year To Date Weighted Hours	June	Year to Date	Time Standard	Year To Date Weighted Hours
Operational	Phone -Nuisance - No Charges Laid	0	3	3.8	11.4	0	1	3.8	3.8
	Phone -Other - No Charges Laid	0	0		0.0	0	1	3.8	3.8
	Fire - Other	0	0		0.0	0	1	3.8	3.8
	Noise Complaint - Residence	0	0		0.0	0	1	3.8	3.8
	Found Property -Master code	0	0		0.0	0	2	3.8	7.6
	Lost Property -Master code	1	2	3.8	7.6	0	0		0.0
	Lost-Personal Accessories	2	2	3.8	7.6	0	0		0.0
	Lost-Others	0	1	3.8	3.8	0	0		0.0
	Sudden Death -master code	2	2	3.8	7.6	0	0		0.0
	Trouble with Youth	0	1	3.8	3.8	2	2	3.8	7.6
	Neighbour Dispute	3	7	3.8	26.6	3	8	3.8	30.4
	Assist Public	1	5	3.8	19.0	1	6	3.8	22.8
	Family Dispute	0	5	3.8	19.0	0	1	3.8	3.8
	Total	11	40	3.8	152.0	8	33	3.8	125.4
Operational2	False Alarm -Others	0	1	1.4	1.4	1	8	1.4	11.2
	Keep the Peace	1	2	1.4	2.8	1	1	1.4	1.4
	911 call / 911 hang up	0	1	1.4	1.4	0	2	1.4	2.8
	911 call - Dropped Cell	2	5	1.4	7.0	0	1	1.4	1.4
	Total	3	9	1.4	12.6	2	12	1.4	16.8
Traffic	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	0	0		0.0	1	1	3.7	3.7
	MVC - Prop. Dam. Non Reportable	1	3	3.7	11.1	0	0		0.0
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	3	5	3.7	18.5	4	10	3.7	37.0
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	0	1	3.7	3.7	0	1	3.7	3.7
	Total	4	9	3.7	33.3	5	12	3.7	44.4
Total		23	84		382.4	23	89		391.8

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- Only the primary violation is counted within an occurrence.



Calls For Service (CFS) Billing Summary Report

Assignack
June - 2023

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Calls For Service (CFS) Billing Summary Report

Assignack July - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2023				2022			
		July	Year to Date	Time Standard	Year To Date Weighted Hours	July	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	Assault-Level 1	0	2	15.8	31.6	1	4	15.8	63.2
	Criminal Harassment	0	3	15.8	47.4	0	1	15.8	15.8
	Utter Threats to Person	0	0		0.0	0	1	15.8	15.8
	Total	0	5	15.8	79.0	1	6	15.8	94.8
Property Crime Violations	Break & Enter	0	1	6.4	6.4	0	0		0.0
	Theft Over -master code	0	1	6.4	6.4	0	1	6.4	6.4
	Theft Over - Other Theft	0	0		0.0	0	1	6.4	6.4
	Theft of Motor Vehicle	0	2	6.4	12.8	0	0		0.0
	Theft Under -master code	0	0		0.0	1	1	6.4	6.4
	Theft under - Other Theft	0	2	6.4	12.8	3	4	6.4	25.6
	Fraud - False Pretence < = \$5,000	0	0		0.0	0	1	6.4	6.4
	Fraud -Money/property/ security > \$5,000	0	2	6.4	12.8	0	1	6.4	6.4
	Fraud -Money/property/ security <= \$5,000	0	1	6.4	6.4	0	0		0.0
	Mischief - master code	2	3	6.4	19.2	2	3	6.4	19.2
	Total	2	12	6.4	76.8	6	12	6.4	76.8
Other Criminal Code Violations (Excluding traffic)	Offensive Weapons-Other Weapons Offences	0	1	7.5	7.5	0	0		0.0
	Bail Violations - Fail To Comply	0	0		0.0	0	2	7.5	15.0
	Bail Violations - Recognizance	0	0		0.0	0	1	7.5	7.5
	Breach of Probation	1	1	7.5	7.5	0	0		0.0
	Offensive Weapons-Careless use of firearms	1	1	7.5	7.5	0	0		0.0
	Animals - Cruelty **INACTIVE**	0	0		0.0	0	1	7.5	7.5
	Total	2	3	7.5	22.5	0	4	7.5	30.0
Drug Possession	Drug related occurrence	1	1	7.1	7.1	0	0		0.0
	Total	1	1	7.1	7.1	0	0		0.0
Drugs	Trafficking Other Controlled Drugs and Substance Act	1	1	68.0	68.0	0	0		0.0
	Total	1	1	68.0	68.0	0	0		0.0
Statutes & Acts	Landlord/Tenant	0	1	3.4	3.4	0	4	3.4	13.6
	Mental Health Act	0	2	3.4	6.8	2	11	3.4	37.4
	Mental Health Act - No contact with Police	1	3	3.4	10.2	0	2	3.4	6.8
	Mental Health Act - Attempt Suicide	1	1	3.4	3.4	0	0		0.0
	Mental Health Act - Threat of Suicide	0	1	3.4	3.4	0	1	3.4	3.4



Calls For Service (CFS) Billing Summary Report

Assignack July - 2023

Billing Categories (Billing categories below do not match traditional crime groupings)		2023				2022			
		July	Year to Date	Time Standard	Year To Date Weighted Hours	July	Year to Date	Time Standard	Year To Date Weighted Hours
Statutes & Acts	Mental Health Act - Voluntary Transport	0	0		0.0	0	1	3.4	3.4
	Trespass To Property Act	1	5	3.4	17.0	2	2	3.4	6.8
	Total	3	13	3.4	44.2	4	21	3.4	71.4
Operational	Animal - Bear Complaint	1	1	3.8	3.8	0	0		0.0
	Animal - Left in Vehicle	0	1	3.8	3.8	0	0		0.0
	Animal Stray	0	2	3.8	7.6	1	1	3.8	3.8
	Animal Injured	0	1	3.8	3.8	0	0		0.0
	Animal - Dog Owners Liability Act	0	1	3.8	3.8	0	0		0.0
	Domestic Disturbance	0	2	3.8	7.6	0	5	3.8	19.0
	Suspicious Person	1	6	3.8	22.8	2	6	3.8	22.8
	Phone -Master code	0	0		0.0	0	1	3.8	3.8
	Phone -Nuisance - No Charges Laid	0	3	3.8	11.4	0	1	3.8	3.8
	Phone -Other - No Charges Laid	0	0		0.0	0	1	3.8	3.8
	Fire - Other	0	0		0.0	0	1	3.8	3.8
	Noise Complaint - Residence	0	0		0.0	0	1	3.8	3.8
	Found Property -Master code	0	0		0.0	0	2	3.8	7.6
	Lost Property -Master code	0	2	3.8	7.6	0	0		0.0
	Lost-Personal Accessories	0	2	3.8	7.6	0	0		0.0
	Lost-Others	0	1	3.8	3.8	0	0		0.0
	Sudden Death -master code	0	2	3.8	7.6	0	0		0.0
	Sudden Death - Natural Causes	1	1	3.8	3.8	0	0		0.0
	Trouble with Youth	0	1	3.8	3.8	0	2	3.8	7.6
	Unwanted Persons	0	0		0.0	1	1	3.8	3.8
	Neighbour Dispute	2	9	3.8	34.2	2	10	3.8	38.0
	Fireworks By-Law	1	1	3.8	3.8	0	0		0.0
	Assist Public	0	5	3.8	19.0	1	7	3.8	26.6
	Distressed/Overdue Motorist	0	0		0.0	1	1	3.8	3.8
	Family Dispute	1	6	3.8	22.8	4	5	3.8	19.0
	Total	7	47	3.8	178.6	12	45	3.8	171.0
Operational2	False Alarm -Others	0	1	1.4	1.4	0	8	1.4	11.2
	Keep the Peace	1	3	1.4	4.2	0	1	1.4	1.4
	911 call / 911 hang up	0	1	1.4	1.4	2	4	1.4	5.6
	911 call - Dropped Cell	0	5	1.4	7.0	1	2	1.4	2.8
	Total	1	10	1.4	14.0	3	15	1.4	21.0
Traffic	MVC - Personal Injury (MOTOR VEHICLE COLLISION)	0	0		0.0	0	1	3.7	3.7



Calls For Service (CFS) Billing Summary Report

Assignack July - 2023

Billing Categories (Billing categories below do not match traditional crime groupings)		2023				2022			
		July	Year to Date	Time Standard	Year To Date Weighted Hours	July	Year to Date	Time Standard	Year To Date Weighted Hours
Traffic	MVC - Prop. Dam. Non Reportable	0	3	3.7	11.1	0	0		0.0
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	1	6	3.7	22.2	1	11	3.7	40.7
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	0	1	3.7	3.7	0	1	3.7	3.7
	Total	1	10	3.7	37.0	1	13	3.7	48.1
Total		18	102		527.2	27	116		513.1

Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2023 billing period.

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2023-16

BEING A BY-LAW of the Corporation of the Township of Assiginack to authorize the Sale of Surplus Property known as the Clover Valley School House.

WHEREAS the necessary authority is found in Sections 8 and 270 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended;

AND WHEREAS, By-law #04-37 outlines the procedures to be followed when the municipality wishes to dispose of surplus property;

AND WHEREAS

- a.) The Municipality declared this property surplus on April 6, 2021.
- b.) The Municipality had the property appraised in 2021.
- c.) At the Special Council Meeting on November 28, 2022, Council passed Resolution #279-21-2022, instructing staff to prepare a sales tender of the Clover Valley Schoolhouse, with a minimum bid of \$70,000.
- d.) The tender was issued, and no tenders were received.
- e.) A Request for Tenders for the Sale of the Clover Valley Schoolhouse was re-issued on May 12, 2023 and advertised on social media, the municipality's website and in the Manitoulin Expositor, which resulted in the municipality receiving three tender bids for the purchase of this property.

NOW THEREFORE THAT the Council of the Corporation of the Township of Assiginack **ENACTS AS FOLLOWS:**

- 1.) **THAT** the property legally described as being Assiginack Concession 7, Lot 28 and known as the Clover Valley School House be sold to Glen Gibson and Luke Smith for the sum of \$23,000.00 (twenty-three thousand dollars).
- 2.) **THAT** the purchasers Glen Gibson and Luke Smith shall be responsible for all legal and conveyance fees associated with the transfer and registration of this property.

THAT this by-law shall come into effect on the ____ day of _____, 2023.

AS READ a **FIRST** and **SECOND TIME** this ____ day of _____, 2023.

AND AS READ a **THIRD** and **FINAL TIME** and considered passed, in open Council, this ____ day of _____, 2023.

Brenda Reid, MAYOR

Heidi Ferguson, CLERK

THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK

BY-LAW # 2023-17

Being a By-law to prescribe standards for the maintenance of property in a clean, clear, and safe condition within the Township of Assiginack; to prohibit the occupancy or use of a property that does not conform to the standards prescribed within this by-law; and establish enforcement procedures and fees for those owners and occupants who are in contravention with this By-law.

WHEREAS the Official Plan for the Township of Assiginack include provisions relating to conditions of maintenance and occupancy of property;

AND WHEREAS the Council of the Corporation of the Township of Assiginack deems it desirable to establish standards for the maintenance and occupancy of property for the protection of the safety, health, and well-being of the public and to present the degradation of neighborhoods within the Township, and deems it beneficial to repeal By-laws 12-09, and 19-14 as amended, and replace with this By-law;

NOW THEREFORE, pursuant to the Building Code Act, 1992, S.O. 1992, Sections 15.1 through 15.8 inclusive, the Council of the Corporation of the Township of Assiginack enacts as follows:

DEFINITIONS:

1. **"Accessory Building"** shall mean a detached building or structure, that is not used for human habitation, and is secondary or in addition to the primary use of the property.
2. **"Act"** shall mean the Building Code Act, 1992, including amendments thereto.
3. **"Administrative Monetary Penalty"** shall mean a financial penalty imposed and collected by the municipality that can be levied against the property owner(s) or occupant(s) for failure to comply with the provisions of this by-law. Also known as AMP's. Failure to pay the AMP will result in this penalty amount being added to the Collector's Roll and collected as taxes.
4. **"Appellant"** shall mean the property owner(s) and/or occupant(s) who are dissatisfied with the Order to Comply and make a notice of appeal to the municipality.
5. **"Clerk"** shall mean the Municipal Clerk for the Corporation of the Township of Assiginack.
6. **"Committee"** shall mean the Property Standards Committee established under this By-law.
7. **"Complainant"** shall mean the individual or persons who make a written complaint against another individual or persons property being in contravention of this By-law.
8. **"Corporation"** shall mean the Corporation of the Township of Assiginack.
9. **"Council"** shall mean the Council of the Township of Assiginack.
10. **"Exterior Property"** shall mean any exterior areas on the property or building lot excluding buildings. This may include the front and/or back and/or side yard(s).
11. **"Hazard"** shall mean a source or situation with the potential to harm or cause human injury or ill-health, damage to property, damage to the environment, risk of fire or combination of these.
12. **"Groundcover"** shall mean any plant or grass that grows over an area of ground and provides protection of the topsoil from erosion and drought.

13. **"Municipal Officer"** shall mean the Municipal By-law Enforcement Officer or the Chief Building Official who has been assigned the responsibility of administering and enforcing this By-law.
14. **"Municipality"** shall mean the Corporation of the Township of Assiginack.
15. **"Natural Gardens"** shall mean the use of native plants including flowers, grasses, trees, shrubs, and groundcover that are local to the geographic area of the garden.
16. **"Notice of Compliance"** shall mean a written notice to the property owner(s) and/or occupant(s) that states the property is now in compliance of this By-law.
17. **"Order to Remedy"** shall mean a written notice to the property owner(s) and/or occupant(s) that states any infractions and/or contraventions to this By-law.
18. **"Order to Comply"** shall mean a written notice to the property owner(s) and/or occupant(s) that stipulates what must be completed to ensure compliance with this By-law.
19. **"Occupant"** shall mean any person or persons of over the age of eighteen years, in possession of the property.
20. **"Owner"** shall mean:
 - a) The person for the time being, managing or receiving the rent of the land or premises in connections with which the word is used, whether on the persons' own account or as agent or trustee of any other person, or who would receive the rent if the land and premises were let, and
 - b) A lessee or occupant of the property who under the terms of lease is required to repair and maintain the property in accordance with the standards for the maintenance and occupancy of property.
21. **"Property"** shall mean buildings, structures, or part thereof and shall include the land and premises appurtenant there to and all mobile homes, mobile buildings, mobile structures, outbuildings, fences, and installations thereon, whether heretofore or hereafter erected and includes vacant property.
22. **"Repair"** shall mean the provision of such facilities and making the additions or alterations or the taking of such action as may be required so that the property shall conform to the standards established in this By-law.
23. **"Turfgrass"** shall mean any of the various grass species typically grown for lawns; of a type that forms a dense, even turf when mown.
24. **"Untidy"** shall mean any property that is not in a neat or orderly state and not in keeping with the neighboring properties to the extent in which it becomes a nuisance.
25. **"Vehicle(s)"** shall mean any bicycle, farm tractor, mobile home, motorcycle, road building machine, self-propelled implement of husbandry, trailer, truck, motor vehicle, all-terrain vehicle, mini-bike, carriage, wagon, sleigh, motorized snow vehicle, commercial vehicle, emergency vehicle, motor vehicle as defined by the Highway Traffic Act, R.S.O. 1990, or any other conveyance of persons or things on land.
26. **"Abandoned vehicle(s)"** shall mean any vehicle as defined by the Highway Traffic Act that is not licensed, has been left unattended and is in an inoperable condition or state.
27. **"Derelict Vehicle(s)"** shall mean any vehicle as defined by the Highway Traffic Act, that is unlicensed, not in operating condition, and may have visible deterioration and/or damage.

APPLICATION:

- 1.) This By-law applies to all properties within any of the following zones of land within in the Township of Assiginack, as determined by the Comprehensive Zoning By-law of the Corporation:
 - a) Residential, Multi Residential and Shoreline Residential.
 - b) Commercial Recreational and General Commercial.
 - c) Institutional.
- 2.) The standards of maintenance and occupancy of the property identified in attached **Schedule 'A,'** and forming part of this By-law, are hereby prescribed for all property found in any zone listed above under Section 1.
- 3.) The occupancy or use of any property that does not conform to the standards prescribed in **Schedule 'A'** is prohibited.
- 4.) The owner or occupant of any property shall repair and maintain that property in accordance with the standards prescribed in **Schedule 'A'** or the site shall be cleared of all buildings, structures, debris or refuse and left in a graded and leveled condition.
- 5.) The municipality's Property Standards Committee is responsible for the administration and governance of this By-law. The Property Standards Committee will be comprised of members of Council.
- 6.) This By-law will be enforced by the By-law Enforcement Officer, in conjunction and consultation with the Chief Building Official, as required and in accordance with the provisions of the Building Code Act 1992 and amendments thereto.
- 7.) Following the inspection of the property and upon the request of the owner, The Municipal Officer may issue the owner a Certificate of Compliance with the standards prescribed by this By-law.

OFFENCE/PENALTY:

- 1.) Every person who contravenes any provision of this By-law is guilty of an offence.
- 2.) Any person who contravenes or fails to comply with the provisions of this By-law will be subject to Administrative Monetary Penalties or AMP's, as per the Municipal Act 2001, S.O. 2001 c. 25, Section 434.1.
- 3.) The AMP's amounts shall not exceed those identified in the attached **Schedule C: Order to Remedy.**
- 4.) In accordance with Section 436 of the Municipal Act, 2001, the municipality may enter at any reasonable time on private property for the purpose of conducting an inspection regarding contravention or suspected contravention of this By-law.
- 5.) The owner or occupant shall not interfere with or attempt to interfere with the Municipal Officer's ability to conduct their investigation.

VALIDITY:

Should any section, subsection, clause, or provision of this By-law be declared invalid by a court of competent jurisdiction; the remainder shall continue to be in force in the Township of Assiginack, with the provision that establishes the higher standard to protect the health, safety and welfare of the public shall prevail.

REPEAL:

That any prior By-law relating to the content in this By-law be repealed.

Schedule 'A' to Schedule 'F' are attached and form part of this By-law.

This By-law may be cited as the "Property Standards By-law."

AS READ a FIRST and SECOND time this _____ of _____, 2023.

AND AS READ a THIRD and FINAL time and considered passed, in open Council, this

_____ of _____, 2023.

Brenda Reid, MAYOR

Heidi Ferguson, CLERK

Corporate Seal

SCHEDULE "A" to BY-LAW # 2023-17

PROPERTY STANDARDS

1.) GENERAL STANDARDS:

- i.) The owner or occupant of any property shall ensure that all exterior property areas are maintained in a neat and tidy condition; free from objectives or conditions that might create a health, fire or accident hazard or a condition unsafe to the public; and so not to distract from the neighboring environment.
- ii.) All exterior property areas shall be kept free and clear from rubbish, garbage, brush, waste, litter, and other debris.
- iii.) All exterior property areas shall be kept free of injurious insects, termites, rodents, vermin, and other pests that may create a health concern or hazard to the public.
- iv.) Steps, walkways, parking spaces and similar areas of the yard shall be maintained to allow safe passage under normal use and weather conditions.
- v.) Suitable ground cover shall be provided to maintain a good appearance, prevent the erosion of soil and to be in harmony with the neighbouring environment. Where turfgrass forms part of the ground cover, it shall be resodded or reseeded as often as required to maintain the grass in a living condition.
- vi.) The length of any ground cover, including turfgrass, shall be maintained to be in harmony with the neighbouring environment and regularly maintained to not create a fire, health, or accident hazard.
- vii.) It is the responsibility of the property owner to ensure that the ground cover is maintained on their property, as well as from their property lot line(s) to the sidewalk.
- viii.) Any and all vegetative growth shall not obstruct sidewalks and/or roadways and shall not restrict driver and pedestrian sight lines at intersections, driveways, sidewalks, walkways, or visibility of traffic control signage.
- ix.) Within a residential property, naturalized gardens are permitted. However, they are only permitted in the rear yard of the property, to ensure that front yards are kept in harmony with the neighbouring environment.
- x.) Any vehicle, boat, trailer, or part thereof, which is derelict, discarded, dismantled, or partially dismantled or in an abandoned condition, shall not be stored or left on a property. This, however, does not prevent the occupant or owner from repairing said vehicle, for their own personal use and not commercial use, on their property and having this said vehicle on the property while such repair is actively ongoing.

2.) GARBAGE AND REFUSE:

- i.) Every dwelling shall be equipped with sufficient receptacles to contain all garbage, rubbish, brush, waste, litter, and other debris.
- ii.) No owner or occupant shall throw, place, bury, or dump or permit or cause to be permitted, the throwing, placing, burying, or dumping of domestic or industrial waste material on private land.
- iii.) No owner or occupant shall throw, place, bury or dump domestic or industrial waste on municipal property, unless given written authority by the Township of Assiginack.

- iv.) All garbage, rubbish, brush, waste, litter, or debris shall be disposed of in a manner that is acceptable to the local Medical Officer of Health and Ontario Ministry of Environment.
- v.) The owner or occupant that does not comply with these standards shall repair and maintain their property to achieve compliance through the following:
 - a.) Remove or demolish the whole or the offending part of any property that is not accordance with these standards;
 - b.) Clear the site of all buildings, structures, garbage or refuse and leave the property in a graded and levelled condition.
 - c.) It is the owner or occupants' responsibility to ensure that when applicable, the appropriate building permit or demolition permits have been obtained prior to work commencing.

3.) FENCES AND ACCESSORIES:

- i.) All fences and accessory buildings shall be kept in good repair and free of any fire, health, or accident hazards.
- ii.) All fences and accessory buildings shall be maintained so they do not present an unsightly appearance.

4.) DRAINAGE AND PONDING:

- i.) Exterior property areas shall be graded and maintained to prevent the ponding of water, an unsafe condition or a condition that is harmful to the environment.
- ii.) Catch basins and swales shall be installed and maintained where necessary to facilitate drainage and so as not to impede the natural flow of water.
- iii.) Storm water run-off from downspouts and impervious surfaces shall be contained within the limits of the property until absorbed by the soil or drained to a swale, watercourse, or storm sewer.

5.) STRUCTURAL CAPACITY:

- i.) Every building or part thereof shall be capable of safely sustaining its own weight and any additional weight load that may be imposed by natural causes, such as snow, wind, and all others, as specified in the Ontario Building Code.
- ii.) The factor of safety specified in the Ontario Building Code is the minimum standard that must be met.
- iii.) The above standards and factors are to be met without exceeding soil capacity and the maximum differential or other settlement, as specified in the Ontario Building Code.
- iv.) If the Chief Building Official is not satisfied with the structural capacity of a building or any part of a building, they may require that the owner or occupant establish structural capacity through the submission of a report. This report shall be prepared, sealed, and signed by a professional engineer who is qualified in their field and licensed by the Association of Professional Engineers of Ontario.

6.) VACANT LOT(S):

- i.) Every owner of a vacant lot shall be responsible for maintaining the ground cover so that it is in a neat and tidy condition and that it does not create a fire, health, or

accident hazard and is in harmony with the neighbouring environment.

- ii.) Any owner who contravenes or fails to comply with section (i) above of this By-law, will be subject to administrative monetary penalties or AMP's, as per the Municipal Act 2001, S.O. 2001 c. 25, Section 434.1.
- iii.) The Municipality will notify the owner(s) by June 1 of each year of any non-compliance with Section (i) above and the owner(s) will have until July 1 of the same year to bring the property into compliance with this By-law.
- iv.) The Municipality has the right to attend the property any time after July 1, and to do what is necessary to bring the property into compliance.
- v.) Any work that is conducted will be done at the owner's expense and the municipality will invoice the owner(s) for all the costs involved with the completion of this work.
- vi.) If payment in full is not received within ninety (90) days of the date of the invoice, these costs will be added to the Collector's Roll and collected as taxes.

DRAFT

SCHEDULE "B" to BY-LAW # 2023-17

ENFORCEMENT PROCEDURES

1.) COMPLAINT PROCESS:

- i.) All property standards complaints from a ratepayer, neighbour or other individual, must be submitted in writing to the municipality and addressed to:

Township of Assiginack
C/O Property Standards Committee
P.O. Box 238
Manitowaning, ON P0P 1N0

- ii.) The complainant should include all pertinent information depicting the infractions and any information regarding the owner(s), occupant(s) or property that is available to them at the time of the complaint.
- iii.) Upon receipt of a complaint, the Property Standards Committee will meet to review the complaint and may assign the Municipal Officer to further investigate the complaint.
- iv.) The complainant may be contacted by the municipality for further information or follow-up regarding their complaint.
- v.) The municipality will inform the property owner(s) and/or occupant (s) of the complaint and arrange for an inspection of the infraction, as outlined within the written complaint.

2.) INSPECTION PROCESS:

- i.) Under Section 15.2 of the Ontario Building Code, a Municipal Officer may enter upon any property, at any reasonable time without a warrant, for the purpose of inspecting the property to determine whether the property conforms with the standards as prescribed by the By-law or whether an order has been complied with.
- ii.) Upon inspection and where the property is deemed to be in contravention to the By-law, the Municipal Officer shall:
 - a.) Provide a copy of the Property Standards By-law to the property owner.
 - b.) Issue an Order to Remedy the contraventions or infractions to the property owner(s) within thirty (30) days of the issue of the order.
- iii.) The Municipal Officer shall also follow up and inspect the property of concern at the end of the Order to Remedy.
- iv.) If action has been taken and the property is restored to compliance, then a Notice of Compliance shall be issued to the property owner and the Order to Remedy will be closed without further action.
- v.) If no action or progress to resolve the contravention has taken place after the thirty (30) days, then the Officer will issue an Order to Comply to the property owner(s).

3.) ORDER TO COMPLY:

- i.) The Order to Comply notice will be delivered either in person or sent through registered mail to the property owner(s) and all persons shown as per the assessment records.

- ii.) The Order to Comply notice will contain the following information:
 - a.) The date of the first inspection.
 - b.) The date(s) of any subsequent inspections.
 - c.) The municipal address and legal description of the property of concern.
 - d.) A list of all infractions noted against the property, its structure(s) or building(s).
 - e.) A final date for giving notice of compliance from the Order to Comply issued.

4.) APPEAL PROCESS:

- i.) When an owner or occupant for which an order has been issued in accordance with this By-law is not satisfied with the terms and conditions of the Order to Comply, they may make an appeal to the Property Standards Committee.
- ii.) All appeals must be received in writing to the Township of Assiginack, c/o Property Standards Committee and received through registered mail, within fourteen (14) days after the service of the Order to Comply.
- iii.) Within the written notice of appeal, the appellant must include the following information:
 - a. Their name, address, telephone call and/or email address.
 - b. Reason(s) for their appeal.
 - c. Any requests for extension to the timeline for compliance.
 - d. Any other information they feel is pertinent to support their appeal.
 - e. The owner or occupant must sign their written request.
- iv.) Upon receipt of a notice of appeal, the Clerk will schedule a meeting between the appellant and the Property Standards Committee, to provide an opportunity for the appellant to share their appeal directly with the members of the committee. Upon request by the Property Standards Committee, the Municipal Officer may also be present during the appeal process.
- v.) The decision of the Property Standards Committee on all appeals is final.

SCHEDULE "C" to BY-LAW # 2023-17

ORDER TO REMEDY

Property Roll #	
Registered Owner (s)	
Legal Address	
Civic Address	

Order Details:

Date Non-Compliance Notice Received	
Date of initial inspection w/Owner	
Date of the Order to Remedy	
	Hand Delivered or Registered Mail #
Due date to remedy by (+30 days)	

Property Standard Section	Brief Summary of the Standard	<input checked="" type="checkbox"/>	Set Penalty
Schedule A: S.1.(i-iii). GENERAL STANDARDS	Untidy, Pests, Potential Hazards.		\$200
Schedule A: S.1.(iv). GENERAL STANDARDS	Unsafe passage or access points.		\$200
Schedule A: S.1.(v). GENERAL STANDARDS	Groundcover Hazard.		\$200
Schedule A: S.1.(vi-vii) GENERAL STANDARDS	Unmaintained groundcover, Unmaintained groundcover obstruction.		\$200
Schedule A: S1. (viii) GENERAL STANDARDS	Improper location of naturalized garden.		\$200
Schedule A: S.1.(ix). GENERAL STANDARDS	Derelict or abandoned vehicles.		\$200
Schedule A: S.2. (i-iv). GARBAGE	Insufficient Receptacles, Improper disposal of garbage.		\$200
Schedule A: S.2. (v.(a-c). GARBAGE	Failure to comply with repair or maintenance.		\$200
Schedule A: S.3(i) FENCES & ACCESSORIES	Potential Hazard.		\$200
Schedule A: S.3(ii) FENCES & ACCESSORIES	Insufficient Maintenance/Upkeep.		\$200
Schedule A: S.4(i-iii). DRAINAGE & PONDING	Insufficient Drainage / Flow of Water.		\$200
Schedule A: S.5 (i-iv). STRUCTURAL CAPACITY	Unsound Condition Structure(s).		\$200
Schedule A: S.6 (i). VACANT LOT(S)	Ground Cover Condition or Hazard.		\$200
Schedule A: S.6 (iii). VACANT LOT(S)	Thirty (30) Day Notice: June 1 Letter.		\$200
Schedule A: S.6 (iv-v). VACANT LOT(S)	Non-compliance to be remedied by Municipality: July 1 Letter.		\$200
Schedule A: S.6 (vi). VACANT LOT(S)	Compliance: Work completed and remedial invoice to be added as taxes.		Cost as per work completed.

Description of infractions as noted above:

Municipal Officer Signature: _____

Date: _____

DRAFT



SCHEDULE "D" to BY-LAW # 2023-17

ORDER TO COMPLY

Inspection at Remedy due date	
Date of this Order to Comply	
Date of initial Inspection w/Owner	
Other inspection Dates	
Appeal Acceptance Deadline (+14 days)	

Property Roll #	
Registered Owner (s)	
Legal Address	
Civic Address	

IMMEDIATE COMPLIANCE IS REQUIRED FOR THE ISSUED ORDER TO REMEDY ON YOUR PROPERTY AT THE ABOVE ADDRESS.

Property Standard infractions on your property fall under the following Sections of this By-law:

- | | |
|---|--|
| <input type="checkbox"/> S.1.: General Standards | <input type="checkbox"/> S.4 Drainage & Ponding |
| <input type="checkbox"/> S.2.: Garbage | <input type="checkbox"/> S.5 Structural Capacity |
| <input type="checkbox"/> S.3.: Fences & Accessories | <input type="checkbox"/> S.6 Vacant Lot (s) |

Further Summary as may be required:

☒ Please find the attached copy of the original Order to Remedy sent to you. These items are all required to be completed to regain compliance with By-law 2023-17.

☒ A copy of the original Order to Remedy is attached to this Order to Comply.

☒ Final Compliance Inspection Notice Required: An onsite meeting is required with the Municipal By-law Enforcement Officer, to avoid the file being processed further into potential legal action and this meeting must be scheduled within the timeframe identified below.

Meeting Required by: _____

Order to Comply Issued By: _____

Municipal Officer Signature

Name Printed

SCHEDULE "E" to BY-LAW # 2023-17

NOTICE OF COMPLIANCE

Property Roll #	
Registered Owner (s)	
Legal Address	
Civic Address	

Property Standard infractions previously listed on your property through the following:

☐ Order to Remedy and/or the ☐ Order to Comply (as attached)

Have now been found to comply with the standards of By-law 2023-17.

We thank you for your attention in remedying this matter.

Municipal Officer Signature

Name Printed

Date

SCHEDULE "F" to BY-LAW # 2023-17

LEGAL ACTION NOTICE

Property Roll #	
Registered Owner(s)	
Legal Address	
Civic Address	

Property Standard infractions previously listed on your property through the following:

☐ Order to Remedy and/or the ☐ Order to Comply (as attached)

Have now been found to be in continued delinquency within the standards of By-law 2023-17, despite multiple notices and attempts to work with you to find an adequate solution.

All records on file for these infractions are being forwarded to the Township of Assiginack Property Standards Committee to be heard, discussed, and then processed by our Municipal Solicitor.

If you wish to be present during these discussions, you must contact the Clerk, Heidi Ferguson at (705) 859-3196 or email hferguson@assignack.ca for the date and time of the meeting.

Municipal Officer Signature

Name Printed

Date